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ABSTRACT

This catalog provides an annotated list of the career education materials which may be borrowed for previewing from the Career Education Resource Center in Colorado. Covering materials of interest to educators in kindergarten through postsecondary programs, the catalog includes items produced by classroom teachers, commercial publishers, business and industry, and state and federal projects. The major topics by which the materials are categorized are as follow: classroom subject areas such as mathematics, language, art and home economics; consumer education; guidance; reference, including information on teaching strategies and historical background; career clusters, as defined by the U.S. Office of Education; and business and industrial materials. Eight elements are identified as constituting career education (self awareness, educational awareness, career awareness, economic awareness, decision making skills, beginning competency and skill awareness, employability skills, and appreciations and attitudes), and each catalog entry lists whichever elements are applicable to its contents. Other components of the entry include appropriate grade level, title, catalog number, description of content in approximately 100-word annotations, publisher or originator, and USOE cluster assignment. Information on ordering materials and a title index are also provided. The types of materials include audiovisual aids, lesson plans, student materials, bibliographies, dictionaries, learning activity packets, teacher guides, and textbooks. (ELG)

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THE CAREER EDUCATION RESOURCE CENTER ANNOTATED CATALOG

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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March 1977

3 COMPOSITION BY THE ART CENTER GRAPHICS DESIGNERS

FOREWORD

Career Education represents a response to the call for basic changes in American education that have been urgently needed. Colorado has adopted the Career Education concept as a comprehensive educational process that relates academic learning to the life roles of family, citizenship and leisure time as well as the world of work. This process is an attempt to bring together those experiences and opportunities of society that are both internal and external to the school, but which are a real and important part of an individual's life. The home, the family and the community, which includes the business/industry/labor and professional segments of society, must all be brought into the total educational process.

As many educators began implementing Career Education activities in kindergarten to post-secondary classrooms, there was an apparent need for resource materials. Teachers developed many outstanding instructional materials which were integrated into the existing curriculums. However there was a need to collect, critique and disseminate all the outstanding Career Education materials prepared by Colorado educators in a systematic approach. It was also evident that valuable resource materials needed to be identified, collected and disseminated from the business/industry/labor and professional segments of the community. Commercial companies were producing worthwhile audio-visual and instructional materials which also needed to be collected, evaluated and made available for preview. Thus, the major tasks of a statewide resource center for Career Education were identified.

Jeanne Werschke
Career Education Coordinator
Colorado Department of Education

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The Career Education Resource Center collects materials from the following sources: classroom teachers, commercial publishers, business and industry, and state and federal projects, none of which developed materials in the same manner. As we began to collect and catalog materials, we found that they fell into several natural divisions. These divisions are: classroom subject areas; guidance; reference; career clusters or job families; and business and industry materials. In the following table of contents, a short description precedes each of these sections. A Business teacher may find a filing unit under *Business*, information on careers that require skills in filing under *Business and Office*, and the *Business and Industry* section offers employment information and opportunities in a particular company. Each of these divisions offers a unique dimension for teaching students about the world of work and life style awareness.

This section includes policies, procedures, and general information regarding the Career Education Resource Center.

ANSWERS, ANSWERS, AND MORE ANSWERS 1

This section defines the Career Education Elements.

ELEMENTS OF CAREER EDUCATION 2

In this section a catalog entry is explained.

SAMPLE ENTRY 3

Under the following subject headings are descriptions of materials that were developed for specific classroom subject areas. Materials under *Interdisciplinary* include concepts and activities from two or more of these areas.

ART 4
BUSINESS 6
FOREIGN LANGUAGE 8
HOME ECONOMICS 10
INDUSTRIAL ARTS 14
INTERDISCIPLINARY 16
LANGUAGE ARTS 20
MATHEMATICS 32
MUSIC 38
PHYSICAL EDUCATION 40
SCIENCE 42
SOCIAL STUDIES 46

This section lists general consumer education materials. Some of the topics included are: budgeting; credit; savings; housing; insurance; gyps and frauds; shopping safeguards and major purchasing.

CONSUMER EDUCATION 60

The following section lists general guidance and career guidance materials which include: decision making; self awareness; values clarification; social interaction; and employability skills (how to get a job and keep it).

GUIDANCE 64

Materials in this section are designed to give educators Career Education information in the following areas: definitions; teaching strategies; inservice manuals; historical background; and government publications.

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REFERENCE 82

This section includes materials designed around a particular career cluster as outlined by the U.S. Office of Education. Specific information is given about occupations. Topics covered are: job descriptions; educational and training requirements; advantages and disadvantages; entry level requirements; and general career awareness information. Materials under *Multi-Cluster* include information from two or more of the career clusters.

AGRI-BUSINESS AND NATURAL RESOURCES 88
BUSINESS AND OFFICE 92
COMMUNICATIONS AND MEDIA 94
CONSTRUCTION 98
CONSUMER AND HOMEMAKING 100
ENVIRONMENTAL CONTROL 102
FINE ARTS AND HUMANITIES 104
HEALTH 108
HOSPITALITY AND RECREATION 112
MANUFACTURING 116
MARKETING AND DISTRIBUTION 120
MULTI-CLUSTER 122
PERSONAL SERVICES 134
PUBLIC SERVICES 136
TRANSPORTATION 140

Materials donated by Business and Industry were designed for internal usage by each company. Although most were not designed for classroom use, they are easily adaptable to fit the individual's needs.

INTRODUCTION TO BUSINESS AND INDUSTRY MATERIALS 142
ALPHABETIZED BY COMPANY 143

This section includes an alphabetical listing of all materials, the catalog number, and the page where each unit may be located in this catalog.

TITLE INDEX 164

ANSWERS, ANSWERS, AND MORE ANSWERS!

1. *WHAT IS THE CAREER EDUCATION RESOURCE CENTER?*
   It is a state funded project serving all Colorado teachers for the purpose of previewing Career Education materials.

2. *WHERE IS THE CAREER EDUCATION RESOURCE CENTER?*
   It is housed at SEMBCS (Southeast Metropolitan Board of Cooperative Services).
   CAREER EDUCATION RESOURCE CENTER
   3647 South Santa Fe Drive
   Englewood, Colorado 80110
   (303) 761-8757

3. *WHEN CAN I CONTACT THE CENTER?*
   The hours are 8 to 12, 1 to 4:30, Monday through Friday. **Please** contact the Center for all visits or if special help is needed.

4. *HOW CAN I ORDER MATERIALS FROM THE CENTER?*
   There is a double request form located at the back of the catalog. Please duplicate this double form so that you will have multiple copies.

5. *HOW MANY ITEMS MAY I ORDER?*
   Only four items may be requested for each preview period, one of which may be a commercial material. Up to four material requests may be put on one form.

6. *HOW LONG MAY I KEEP MATERIALS?*
   Materials may be kept for five full **working** days: e.g., if you receive an item on Monday, send it back to the Center the following Monday. This means that you will always have the material for one weekend.

7. *HOW OFTEN MAY I ORDER MATERIALS?*
   Because of "traveling time" along with the checkout period, each request is out of the Center for approximately two full weeks. Please send no more than two requests per month.

8. *WHAT IF I DON'T RECEIVE SOMETHING WHEN I ORDERED IT?*
   The Center has not been designed as a scheduling center, although we try to have items to you at the time you have requested them. If an item is checked out, we will put your name on a waiting list and send the item as it becomes available. If there will be a long delay, the Center's staff will contact you.

9. *HOW WILL MATERIALS BE SENT TO ME?*
   The Center sends most items to users through the United Parcel Service. We need a street address for each delivery, since private carriers have no access to Post Office Boxes.

10. *HOW DO I WRAP AND RETURN MATERIALS?*
    Please re-wrap materials the same way as when you received them. Materials may be returned through U.P.S., U.S. Mail, Denver Public Library Courier, hand delivered, or members of SEMBCS may use the SEMBCS Inter-District Mail.

11. *DO I HAVE TO REQUEST MATERIALS BY TITLE AND CATALOG NUMBER?*
    If you cannot find what you need in the catalog, please let us know what your needs are, and we will try to match materials to your needs. You may do this by filling out T. MOLL'S alternative order form.

12. *WHAT KINDS OF MATERIAL MAY I ORDER?*
    Be creative, be imaginative, preview materials from Business and Industry, by occupational clusters, or by subject areas. Try it, you'll like it.

Yours truly,

T. Moll

T. MOLL

P.S. T. MOLL (The Mean Old Library Ladies) is an alias. She is also known by the following names: Jeanie Lawhead; Jennifer Braden; and Lois Keene.

ELEMENTS OF CAREER EDUCATION

The Career Education Elements are subtopics within the total Career Education concept.

Self Awareness – knowledge of the components that make up self. Expected outcome: self identify, know oneself, consistent value system.

Educational Awareness – perceives relationship between education and roles. Expected outcome: educational identity, ability to select avenues to develop career plans.

Career Awareness – knowledge of the total spectrum of careers. Expected outcomes: career identity, role or roles within the world of work.

Economic Awareness – perceives processes of production, distribution and consumption. Expected outcomes: economic understanding, solve personal and social problems in an economic environment.

Decision Making Skills – applying information to rational processes to reach decisions. Expected outcomes: career direction, has a plan for career development.

Beginning Competency and Skill Awareness – ways in which man extends his behaviors. Expected outcomes: employment skills, competence in performance of job-related tasks.

Employability Skills – social and communication skills appropriate to career placement. Expected outcomes: career placement, employed in line with career development plan.

Appreciations, Attitudes – life roles – feeling toward self and others in respect to society and economics. Expected outcomes: self social fulfillment, active work role – satisfying work role.

SAMPLE ENTRY

(1) – **MULTI-CLUSTER**

GRADE – (2)

7–14 – (2) **CAREER GAMES LABORATORY** – (3) **C0001** – (4)

This game kit consists of one 11 page teacher's guide, 326 cards with various information, one score pad, one color filmstrip, and one cassette. The game is semi-programmed; the individual makes a series of decisions under a branching concept, eventually discovering a career choice. Decisions are based upon career information, an "educational price" (5) – for each choice, and individual interests, aptitudes, values and aspirations. Career cards give an address or suggestion of a place to write or visit for more information on a career choice. The career cards are correlated with the *CAREER DEVELOPMENT LABORATORY;* a program of taped interviews with individuals in sixty occupations.

(6) – Publisher: Educational Progress Co., 1970

(7) – *Clusters* – All

(8) – *Elements* – Self Awareness, Career Awareness, Educational Awareness, Decision Making, Attitudes & Appreciations

(1) – Materials are indexed alphabetically according to classroom subject areas, U.S.O.E. occupational clusters, and business and industry titles. Additional section titles are: *Consumer Education; Guidance;* and *Reference.*

(2) – The grade level for which the material is appropriate.

(3) – The title of the material.

(4) – The catalog number – the prefix letter indicates source of material: C0001 = Commercial Publishers; T0001 = Teacher Prepared; X0001 = Project Prepared. Business and Industry material should be ordered by company/agency name and item number.

(5) – Description of material contents – indicates the type and number of materials.

(6) – Indicates publisher or developer of materials.

(7) – Cluster(s) – states the U.S.O.E. occupational clusters which relate to the material.

(8) – Element(s) – states the Elements of Career Education which relate to the material.

ORDER FORMS ARE LOCATED IN THE BACK OF THE CATALOG.

ART

GRADE

8–14 **CLARIFYING YOUR VALUES: GUIDELINES FOR LIVING** **C0150**

See complete entry under: *Guidance.*

9–14 **COPING WITH LIFE: FRUSTRATIONS AND DISAPPOINTMENT** **C0151**

See complete entry under: *Guidance.*

10–12 **VISUAL MERCHANDISING** **T0234**

By learning the principles of design, students become aware of the effects that visual merchandising have on retail customers. This 15 page unit discusses areas of design such as repetition, harmony, contrast, proportion, gradation, unity, dominance, balance and color. This background in display techniques helps prepare the student for employment in marketing and distribution.
Developed by: Lee Ann Lahvic
Cluster – Marketing and Distribution
Elements – Career Awareness, Beginning Competency & Skill Awareness

6–8 **ARTS AND CRAFTS** **T0149**

This 7 page unit contains activities that involve the student in the actual planning of the unit. This program creates an awareness of the different lifestyles available to them in the fields of arts and crafts. Along with suggested activities, a bibliography of books on arts and crafts is provided.
Developed by: William Trujillo
Elements – Career Awareness, Decision Making

10–12 **ART SALE** **T0043**

A one page activity idea for a one semester project introduces students to a background in art productions, profits, etc., and develops an appreciation of gallaries from a sales and marketing point of view.
Developed by: Pam Starck
Clusters – Marketing & Distribution, Communications & Media, Fine Arts & Humanities
Elements – Career Awareness, Economic Awareness, Attitudes & Appreciations

6–8 **COLOR** **T0150**

Through this 10 page unit, the student will become aware of how important color is in one's daily life. In the 8 activities, emphasis is placed on 3 points; the psychological affects of color; color as used in arts and crafts; and possible careers dealing with color and its uses. Local resource people are listed, but the positions mentioned can be used as guidelines for substitutions in most areas.
Developed by: Carol Stinchcomb
Cluster – Fine Arts & Humanities
Element – Career Awareness

6–12 **COLOR IN MY COMMUNITY** **T0293**

By discovering the impact of color on individuals, as used in business, signs, interior decorating, commercials, foods, clothing, homes, etc., the student develops a color awareness. Through this six page unit, the student develops a project in a selected career area that used color to create a mood or reaction. Four suggested student activities are included. This unit could be adapted to the study of specific clusters.
Developed by: Linda Senor
Clusters – Marketing & Distribution, Fine Arts & Humanities, Consumer & Homemaking
Elements – Educational Awareness, Career Awareness

K–6 **PRINTMAKING SERIES** **C0187**

In this series of six Super 8mm film loops, students are introduced to simple methods of printmaking and of printing by learning several techniques of reproducing images with easy-to-find materials. Each film concentrates on the steps involved and the variety of results that can be achieved. Titles are: *Printing Techniques; Hand Printing, Rubber Band Printing; Alphabet Printing; Cloth Printing;* and *Vegetable Printing.*
Publisher: BFA
Cluster – Fine Arts & Humanities
Element – Beginning Competency & Skill Awareness

7–10 **APARTMENT DECORATING AND FURNISHING** **T0040**

See complete entry under: *Home Economics.*

ART

GRADE		
8–12	**CAREERS IN INTERIOR DESIGN** See complete entry under: *Fine Arts and Humanities.*	C0313
8–12	**CAREERS IN THE GRAPHIC ARTS** See complete entry under: *Fine Arts and Humanities.*	C0298
8–12	**CAREERS IN CARTOONING AND ANIMATION** See complete entry under: *Fine Arts and Humanities.*	C0321
8–12	**ART CAREERS IN ADVERTISING** See complete entry under: *Fine Arts and Humanities.*	C0302
8–12	**CAREERS IN FINE ARTS** See complete entry under: *Fine Arts and Humanities.*	C0307
8–12	**CAREERS IN ILLUSTRATION** See complete entry under: *Fine Arts and Humanities.*	C0311
8–12	**CAREERS IN PHOTOGRAPHY** See complete entry under: *Fine Arts and Humanities.*	C0312
2–4	**EXPLORING THE WORLD OF WORK** See complete entry under: *Social Studies.*	C0231
7–12	**YOUR FUTURE IN INTERIOR DESIGN** See complete entry under: *Fine Arts and Humanities.*	C0345
Pre-2	**JUST ME** See complete entry under: *Language Arts.*	C0224
K–3	**MYSELF AND OTHERS AT HOME AND SCHOOL** See complete entry under: *Language Arts.*	C0225
9–14	**HOW WE BECOME OURSELVES: THE SHAPING OF PERSONALITY** See complete entry under: *Guidance.*	C0159
10–A	**THE PURSUIT OF HAPPINESS: MAN'S SEARCH FOR THE GOOD LIFE** See complete entry under: *Guidance.*	C0158
9–A	**HARD CHOICES: STRATEGIES FOR DECISION MAKING** See complete entry under: *Guidance.*	C0155
9–14	**WHO AM I? WHERE DID I COME FROM? WHERE AM I GOING? THE ETERNAL QUESTIONS** See complete entry under: *Guidance.*	C0157
6–12	**HOW TO LIVE WITH YOUR PARENTS AND SURVIVE** See complete entry under: *Guidance.*	C0161
9–13	**COPING WITH LIFE: THE ROLE OF SELF CONTROL** See complete entry under: *Guidance.*	C0149

BUSINESS

GRADE

8–12 **CAREERS IN THE WORLD OF COMPUTERS** C0306

See complete entry under: *Business and Office.*

5–12 **MAKING CHANGE** T0102

See complete entry under: *Mathematics.*

9–12 **A MIMEOGRAPHED NEWSPAPER** T0173

This 13 page unit is designed to introduce students to the use of the mimeograph and the mechanics of the stencil duplicating process. They learn to type stencils, draw on stencils, and to operate the mimeograph machine. Students will then be able to use these skills in production of their own school newspapers.
Developed by: LaDonna Bond
Clusters – Business & Office, Communications & Media
Element – Beginning Competency & Skill Awareness

9–12 **PAYROLL SYSTEMS** T0205

See complete entry under: *Mathematics.*

9–12 **THE BUSINESS LETTER** T0171

The purpose of this 14 page unit is to help the student learn the correct form, punctuation and other essentials of a good business letter. With the completion of the ten exercises, the student will have had the opportunity to write, send and hopefully receive an answer to a business letter. Format examples are included.
Developed by: Elby Adaman
Element – Beginning Competency & Skill Awareness

10–14 **APPLYING FOR AN OFFICE POSITION** T0164

See complete entry under: *Guidance.*

9–12 **INTEREST RATES AND YOU** T0201

See complete entry under: *Mathematics.*

10–12 **FILING FEDERAL INCOME TAXES** T0204

See complete entry under: *Mathematics.*

9–A **BUSINESS FILING** C0289

This unit contains 6 filmstrips, 3 records and 1 filmstrip guide; it presents the most commonly used business filing techniques and equipment, as well as the more specialized systems and equipment used for data processing and microfilming. The filmstrips present the basic principles of alphabetizing, coding, using guides, and methods of control. Titles are: *Data Processing and Microfilming; Types of Equipment; Charge and Transfer Methods; Other Filing Systems; Alphabetic Correspondence;* and *Alphabetizing Rules.*
Publisher: Coronet Instructional Media, 1970
Cluster – Business and Office
Elements – Beginning Competency & Skill Awareness, Career Awareness

9–12 **FILING OF BUSINESS RECORDS** T0174

This 14 page unit is designed to acquaint the student with fundamentals and rules of filing procedure. It is intended to enable them to go into most any office situation and perform this filing task. This unit is used as a supplemental unit to their textbook and makes reference in the student workbook section. The unit can be adapted to most office practice textbooks.
Developed by: Katherine Kunselman
Cluster – Business & Office
Elements – Career Awareness, Competency & Skill Awareness

10–12 **METHODS OF DUPLICATION** T0165

This five page unit was designed for use in a Typing II, Office Machines or Office Practices class. By acquainting the students with the various methods of duplication, the student becomes aware of the application of duplication both in his personal and business life. Students are exposed to different career opportunities related to duplicating in this study. This unit requires a typing textbook and various office machines and supportive office supplies.
Developed by: Sharon LaFoe
Cluster – Business & Office
Element – Career Awareness

12

BUSINESS

GRADE

8–9 **THE FLEA MARKET** **T0071**

This one page unit tells how to establish a flea market run and organized by a business practices class. Students are rewarded for regular class work with script which can be used to purchase goods from the flea market once a week. Students do advertising, record keeping, etc. Unit may be expanded to other subject areas if desired. It is also designed with a motivational/reward-for-good behavior purpose in mind.
Developed by: Lydia Hoague
Clusters – Business & Office, Marketing & Distribution
Elements – Educational Awareness, Career Awareness, Beginning Competency & Skill Awareness

9–12 **CLERICAL TECHNIQUES FOR A BUSINESS CAREER** **C0101**

This unit consists of student workbook and teacher's guide. The student text is not included. The unit has been designed to provide an understanding of basic clerical techniques and procedures, as well as information about their use in the operation of a business. Exercises include basic mathematical computations, spelling, English, filing, work usage, etc., exercises.
Publisher: Allyn & Bacon, 1975 (A. Jack Kestenbaum, author)
Clusters – All
Elements – Career Awareness, Beginning Competency & Skill Awareness, Educational Awareness

9–12 **ANSWERING THE TELEPHONE** **T0100**

This is a 15 page module for students' use. The purpose of this module is to teach the efficient and pleasant manner used while answering the telephone. The unit is designed to be self-instructional with learning activities and self-test included. Also provided is an answer key.
Developed by: Sherrilyn Smith
Cluster – Business & Office
Elements – Beginning Competency & Skill Awareness, Employability Skills

9–12 **CAREER DIRECTIONS: CHOOSING THE KIND OF JOB YOU WANT** **C0145**

See complete entry under: *Guidance.*

4–9 **COMPUTER SERIES I: AN INTRODUCTION TO COMPUTERS** **C0180**

See complete entry under: *Mathematics.*

11–12 **USING INCOME TAX AND WITHHOLDING FORMS** **T0163**

The main purpose of this five page unit is to explore two functions that a Public Accountant has to perform in the course of his job. Through the suggested activities, the student learns to prepare an income tax report for a small business and also learns to complete sales tax, withholding tax and social security reports for the state and federal governments. After participating in this unit, the student gains knowledge of the life style of an accountant.
Developed by: Leonard Thomas
Cluster – Business & Office
Elements – Career Awareness

10–12 **LEARNING TO USE THE TELEPHONE** **T0169**

This 15 page unit emphasizes the importance of proper telephone communication systems in the role of a secretary/receptionist. Nine student activities are provided to show the importance of efficiency, pleasant personality, tone of voice and diction in telephone conversations. The unit simulates skills in all types of calls and also includes a section on screening calls correctly for an employer. This unit was developed to be taught in a Shorthand II class but is adaptable to any business skills class.
Developed by: Suzanne Owens
Clusters – Business & Office, Communication & Media
Elements – Career Awareness, Beginning Competency & Skill Awareness

FOREIGN LANGUAGE

GRADE

1–3 **EL MUNDO DEL TRABAJO, CAREER DEVELOPMENT FOR PRIMARY GRADES** C0126

The Spanish written unit includes 4 filmstrips with corresponding cassette narration, and 1 teacher's guide. It is designed to help children to develop positive attitudes about themselves and the world of work. The program seeks to develop in the children an awareness that their education helps to prepare them for a career. It emphasizes the importance of interpersonal relationships and further develops these skills. The titles are: *People Make a School Go; Teamwork in a Toy Factory; Working for an Airline;* and *Look Out World, Here I Come.*
Publisher: EMC Corporation
Clusters – Manufacturing, Transportation, and Public Service
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciation

10–12 **FRENCH (MINI-COURSE)** T0176

This four page unit is designed for use by the third or fourth year French student. Through researching the lifestyles of various occupational groups in France, the student becomes aware of differences and similarities between the working world in the United States and that of France. Included are five student activities and a vocabulary sheet. Materials and resources used may not be available in your area. However, the unit could easily be adapted to your tests and library facilities.
Developed by: Annette Sabo
Elements – Educational Awareness, Career Awareness

9–12 **SEEING FRENCH LITERATURE THROUGH RECORDINGS** T0179

This 20 page unit was designed for use by students in French II classes. By selecting, creating and recording a piece of French literature for the blind, students recognize the capabilities of blind people, understand their difficulties due to blindness, demonstrate a willingness to make a contribution to the community. Along with understanding their own feelings, the students also become aware of the variety of careers available to handicapped. This unit suggests the utilization of human and material resources.
Developed by: Joan Learned
Clusters – Communications & Media, Public Service
Elements – Self Awareness, Career Awareness

7–12 **SPANISH – METHODS** T0062

This collection of 4 lesson plans provides an awareness of the careers in a different culture. Students investigate occupations in Spanish speaking countries. Activities include role-playing stiuations using career vocabulary, learning the different monetary systems, and learning the customers of each country.
Developed by: ED 596, Al Renzelman, coordinator
Clusters – Hospitality and Recreation, Marketing and Distribution
Element – Career Awareness

10–A **COGNATES AND THE BILINGUAL SECRETARY** T0175

This 3 page unit is designed to teach listening, speaking, reading, and writing skills necessary for meaningful communication in spoken and written Spanish. Students also learn about a career as a bilingual secretary.
Cluster – Business & Office
Elements – Beginning Competency & Skill Awareness, Career Awareness

4–7 **LA GENTE Y LAS VARIAS OCCUPACIONES (MANY PEOPLE MANY CAREERS)** C0124

The Spanish written multi-media kit contains 4 filmstrips, 4 cassettes and 1 bilingual teacher's guide. It is designed to help students understand that they are important in the tasks they are performing now; and that, as adults, they will be important in whatever career activity they choose to follow. It emphasizes the wide-range of careers one can choose, depending on one's interests, strengths, and values. The careers presented in the filmstrip are vocational, technical, and professional in scope; they fit into the student's experiences and background. The students will see adult men and women using basic skills that they themselves may be learning right now, in school.
Publisher: EMC Corporation
Clusters – Communications & Media, Health
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

HOME ECONOMICS

GRADE

6–A **THE YOUNG HOMEMAKER'S COOKBOOK** C0137

This 63 page cookbook is a practical meal planner that takes the beginner step-by-step through a series of recipes from basic breakfasts to dinners and desserts. This cookbook does not presuppose any knowledge, and explains every detail very specifically. Recipes can be made in a few easy steps with inexpensive ingredients. Designed for students with special needs, the reading level is Grade 2.9 (Spache).
Publisher: Fearon Publishers
Cluster – Consumer & Homemaking
Elements – Economic Awareness, Beginning Competency & Skill Awareness

6–12 **GETTING READY TO COOK** C0131

This booklet gives basic information about equipping a kitchen, reading recipes, measuring ingredients, using a stove, kitchen health and safety, setting a table and serving meals, and keeping the kitchen clean. Designed for students with special needs, the reading level is Grade 2.8 (Spache).
Publisher: Fearon Publishers
Clusters – Health, Consumer & Homemaking
Elements – Economic Awareness, Decision Making, Beginning Competency & Skill Awareness

7–12 **HOME ECONOMICS** C0316

This unit includes 6 filmstrips, 6 cassettes and 1 teacher's guide. The six-part program covers topics from child care to old age retirement, from economics and consumerism to nutrition and single living. Each program has individual student activities, group classroom activities, class objectives and an overall introduction of each separate program.
Publisher: Educational Dimensions Group, 1976
Cluster – Consumer & Homemaking
Elements – Decision Making, Economic Awareness & Self Awareness

9–A **PLANNING FOR YOUR OWN APARTMENT** C0134

This 91 page booklet describes how to find a suitable apartment; problems to look out for; leases and rental agreements; furnished and unfurnished apartments; budgeting income; essential furniture and appliances; cash vs. credit buying; decorating etc. It has a strong consumer slant. Designed for students with special needs, the reading level is Grade 3.0 (Spache), but the information it contains is applicable to many levels.
Publisher: Fearon Publishers
Cluster – Consumer & Homemaking
Elements – Economic Awareness, Decision Making, Attitudes & Appreciation

6–A **PLANNING MEALS AND SHOPPING** C0135

This 58 page booklet teaches students, in simple steps, how to plan meals, budget food money, prepare shopping lists, compare food prices, compare food stores, shop wisely, and store food. Prepared for students with special needs, the reading level is Grade 2.5 (Spache).
Publisher: Fearon Publishing
Cluster – Consumer & Homemaking
Elements – Economic Awareness, Decision Making, Beginning Competency & Skill Awareness

5–9 **PLANS FOR LIVING: YOUR GUIDE TO HEALTH AND SAFETY** C0136

This 58 page booklet is a student guide for developing physical and emotional well-being. It stresses both the responsibilities and privileges of growing up. It considers nutrition, personal cleanliness, exercise and rest, disease, accident prevention, and a healthy emotional outlook. Designed for students with special needs, the reading level is Grade 2.6 (Spache).
Publisher: Fearon Publishers
Elements – Self Awareness, Attitudes & Appreciation

7–10 **APARTMENT DECORATING AND FURNISHING** T0040

A two page activity idea designed for two classes (art and clothing) working jointly. It is designed to help students apply design and clothing principles to home furnishings. Decorating techniques will be applied to the home situation. A visitation to a vacant apartment is suggested. The unit also stresses the relationship between design concepts and practical applications.
Developed by: Jean Black and Diane May
Clusters – Personal Services, Fine Arts and Humanities, Consumer and Homemaking
Elements – Attitudes and Appreciations, Economic Awareness

HOME ECONOMICS

GRADE

6–12 **HOW TO LIVE WITH YOUR PARENTS & SURVIVE** C0161

See complete entry under: *Guidance.*

7–12 **HOME ECONOMICS – METHODS** T0055

This unit consists of four lesson plans. The activities described show the correlation of tasks learned in class to those used in "real" life. Housekeeping tasks are associated with careers in child care, food service, interior decorating, etc. Students learn to budget on a fixed income and they learn the relationship of a job well done in class and accuracy in work situations.
Developed by: ED 596, Al Renzelman, coordinator
Element – Attitudes & Appreciation

9–12 **RAVIOLI** T0183

This 5 page unit introduces the culinary skill of making ravioli. Not only can this skill be used in a food preparation occupation, it is a skill that might also be used as a fund raising project. Recipes and directions are provided, along with a brief history of the food.
Developed by: Mary Severance.
Clusters – Consumer & Homemaking, Hospitality & Recreation
Element – Beginning Competency & Skill Awareness

6–9 **BOY'S FOOD** T0298

This 7 page unit helps students to develop the ability to read and follow basic directions in cooking, and to become familiar with the multitude of careers available in food service. Six activities are provided in this unit which was developed for use in a boy's cooking class.
Developed by: Mary Cavender and Sally Dannenberg
Clusters – Consumer & Homemaking, Hospitality & Recreation
Elements – Beginning Competency & Skill Awareness, Career Awareness

7–8 **WHAT'S ON THE MENU** T0041

See complete entry under: *Mathematics.*

4–9 **BASIC CONCEPTS IN ECONOMICS** C0179

See complete entry under: *Social Studies.*

9–A **BUYING HEALTH CARE** C0021

This kit of 2 filmstrips, 2 cassettes, teacher's guide, 10 linemasters, and reading and resource list has been designed to help students become wise consumers of health care. Titles of units and some topics covered are: *Shopping for a Doctor* – the right to choose; criteria for choosing, general practitioners vs. specialists, preventive health practices; *Choosing a Hospital* – types of hospitals, criteria for choosing one, accreditation, patient's rights; *Saving on Prescriptions* – generic drugs, brand names, price posting, comparison shopping, over-the-counter drugs; *Paying for Health Care* – budgeting for health care, basic health insurance, major medical insurance; *It's Your Health* – consumer responsibilities in buying health care, typical gyps and frauds, channels of appeal for health care consumers.
Publisher: Changing Times
Cluster – Consumer & Homemaking
Elements – Economic Awareness, Decision Making

7–A **EXPLORING CHILDHOOD** C0026

This unit contains 3 modules, reference materials and teacher's guide. It is a program in which the study of child development is combined with work dealing with young children on a regular basis. It gives students the opportunity to develop competency with children, and a framework for understanding the forces that shape human development. The titles of the 3 modules are: *Working With Children; Seeing Development;* and *Family and Society.* Self evaluation materials are part of the curriculum. The units have been designed to help students identify ways in which they would like to gain competence, and to give them guidelines for evaluating the results of a situation and measuring their own progress.
Publisher: Education Development Center.
Clusters – Health, Personal Services, Consumer & Homemaking
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Beginning Competency & Skill Awareness, Employability Skills, Attitudes & Appreciation

HOME ECONOMICS

GRADE		
6–9	**CAREERS IN HOME ECONOMICS**	T0299

The goal of this 13 page unit is to show that the vocation of homemaking can be expanded to other areas. Students conduct research, listen to guest speakers, and use media to become aware of many home economic careers. Students learn of the different occupations available to both high school and college graduates. The unit has many activities which may require additional material and resources.
Developed by: Laura Chaney and Debra Wint
Clusters – Consumer & Homemaking, Personal Services
Element – Career Awareness

6–8	**EVERYONE HAS TO BE "SOMEONE"**	T0156

This 12 page unit contains a pre-test and post-test along with other student activities which include field trips and guest speakers. Students will develop an awareness of possible lifestyles in the community, and it is hoped that through this new awareness, they will become contributing members of their communities.
Developed by: Irene Hayes
Elements – Self Awareness, Career Awareness

9–12	**FUN IN FASHION**	T0182

This 9 page unit offers brief descriptions of the areas open in the fashion world. The unit is intended to be used in advanced clothing classes. Ten activities help increase student knowledge in textiles, comparison shopping, retailing, credit, display, modeling, garment industry, consumer buying, and communication in customer service. Substitutions are required for local community resources that are listed.
Developed by: Marilyn French
Cluster – Consumer & Homemaking
Elements – Career Awareness, Beginning Competency & Skill Awareness

7–12	**YOUR FUTURE IN RESTAURANTS AND FOOD SERVICE**	C0348

See complete entry under: *Hospitality and Recreation.*

7–12	**YOUR FUTURE IN INTERIOR DESIGN**	C0345

See complete entry under: *Fine Arts and Humanities.*

7–9	**WHAT'S ON THE MENU**	T0041

See complete entry under: *Mathematics.*

6–9	**CHILD CARE**	T0300

See complete entry under: *Personal Services.*

6–12	**COLOR IN MY COMUNITY**	T0293

See complete entry under: *Art.*

8–12	**PROBLEMS IN HUMAN RELATIONS: RESOLVING PERSONAL CONFLICTS**	C0148

See complete entry under: *Guidance.*

8–14	**COPING WITH LIFE: THE SOURCES OF ANXIETY**	C0162

See complete entry under: *Guidance.*

9–A	**COMMUNICATION SKILLS: LEARNING TO LISTEN & EXPRESS YOURSELF**	C0153

See complete entry under: *Language Arts.*

7–12	**DECISION MAKING: DEALING WITH CRISES**	C0154

See complete entry under: *Guidance.*

9–A	**HARD CHOICES: STRATEGIES FOR DECISION MAKING**	C0155

See complete entry under: *Guidance.*

HOME ECONOMICS

GRADE

7–12 **FOOD SERVICES** **C0417**

See complete entry under: *Hospitality & Recreation.*

7–10 **EXPLORING CAREERS IN CHILD CARE** **C0091**

The software set includes 1 activity manual, 1 text, and 1 teacher's guide. The unit is designed to help students explore careers while learning to communicate and work with children. The students will learn about careers in: the health care services of the hospital, the protective services of the adoption and welfare agencies, and the educational services of the nursery, the kindergarten, the elementary school and handicapped programs. In studying these 3 environments, students will gain insights into the interrelationships among people, families, enterprises, and institutions in meeting human needs. Also, the students will gain the knowledge that they will need as parents and consumers of the services in child care enterprises. Also available, but not in this set are: instructional aids and devices.

Publisher: McKnight

Clusters – Manufacturing, Public Service, Health, Consumer & Homemaking

Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

6–A **SEWING SKILLS SERIES** **C0447**

This program consists of 12 super & silent film loops, and a teacher's guide. This series is designed to teach and reinforce the basic understanding needed to develop good sewing skills and techniques. Each of the film loops show a separate sewing skill. Film loop titles are: *Under-Stitching, Making a Plain Seam, Filling the Bobbin, Inserting the Filled Bobbin; Setting the Stitch Regulator; How to Make a Dart; Directional Stay-Stitching; Using Dressmaker Carbons; How to Make Gathers; Blind-Hemming; Removing Unwanted Stitches;* and *Threading the Upper Part of the Machine.*

Publisher: BFA

Cluster – Consumer & Homemaking

Elements – Beg. Competency & Skill Awareness

INDUSTRIAL ARTS

GRADE

10–12 **WOODWORKING AND METAL CASTING** T0239

This 5 page unit acquaints students with the processes involved in patternmaking then casting a metal product. The woodshop is used for the patternmaking and the metalshop is used for the casting. Students will choose a product, then go through all the processes in order to make a finished product.
Developed by: Dan Genova and Bill Shirley
Cluster – Manufacturing
Elements – Beginning Competency and Skill Awareness, Career Awareness

10–12 **THE ROLE OF A BUILDING CONTRACTOR** T0237

The purpose of this 5 page unit is to give the student an opportunity to be a small scale building contractor. This unit is intended for the student who has had one year of woodworking and has a fundamental knowledge of mechanical drawing. The student finds the job, estimates his cost by bid, makes plans using math and drafting skills, builds the project and delivers work to the customer. He obtains the customer's written appraisal for the teacher. Personal qualities in dealing with customers are also discussed.
Developed by: Patrick Smith
Cluster – Construction
Elements – Self Awareness, Career Awareness, Economic Awareness, Employability Skills

9–12 **WOOD PRODUCTS** T0238

The purpose of this two page unit is to develop an awareness of wood and wood products in relation to industrial education as vocation and avocation. Students are required to research both the source of various lumber within the state, and that lumber which is imported. Research also is done to acquire information on various occupations related to the lumber industry.
Developed by: J. Bassetti, A. Schwarze, and H. Trevithick
Cluster – Construction
Elements – Career Awareness, Attitudes & Appreciation

9–12 **CAREERS IN DRAFTING** C0317

See complete entry under: *Multi-Cluster.*

7–12 **CAREERS IN THE BUILDING TRADES, SET I** C0319

See complete entry under: *Construction.*

7–12 **CAREERS IN THE BUILDING TRADES, SET II** C0320

See complete entry under: *Construction.*

7–12 **MEET THE BUILDERS** C0301

See complete entry under: *Construction.*

7–12 **ELECTRONICS** C0415

See complete entry under: *Communications and Media.*

7–12 **REPAIR AND MAINTENANCE** C0414

See complete entry under: *Manufacturing.*

7–12 **BUSINESS EQUIPMENT REPAIR** C0413

See complete entry under: *Manufacturing*

10–12 **SUGGESTED CURRICULUM GUIDE FOR JOINT EFFORT TRAINING** T0242

This 12 page guide provides examples which may be used in developing a flexible curriculum guide for the Joint Effort Training instructor-coordinators. It can incorporate the concepts of education for a more practical and realistic view of the world of work which the student trainee will be entering. The guide helps in four major areas: class organization, source of information, inservice information for new instructors, and creating a consistency between programs.
Developed by: Robert Hamm, Alex Laigo, Robert Lucero, Percy Walker
Elements – Self Awareness, Career Awareness

INDUSTRIAL ARTS

GRADE

11–12 **COMMUNITY DESIGN – DRAFTING** **T0241**

Students enrolled in third year drafting participate in this 9 page unit. Students who have a special interest in the careers of architecture, engineering, construction and/or environmental design learn the relevancy of high school drafting and gain insight into the contributions and responsibilities of the architect to client and community. Ten activities are provided.
Developed by: Joel C. Davis
Cluster – Construction
Elements – Career Awareness, Beginning Competency & Skill Awareness

7–A **REPAIR TRADES** **C0423**

See complete entry under: *Manufacturing.*

INTERDISCIPLINARY

GRADE

7–12 **CAREERS OF A COMPLEX WORKING SOCIETY** **T0012**

This is a 14 page unit designed to help the students understand the various occupations needed to form a simple society in relation to the occupations in the complex society of today. This unit makes reference to local resources which may be substituted for something comparable in other locations. Learning activities along with pre and post tests are included.
Developed by: Joy Brandt and John Misener
Cluster – Agri-Business & Natural Resources
Elements – Economic Awareness

6–8 **THE VALUING APPROACH TO CAREER EDUCATION, SERIES 6–8** **C0211**

This series of 3 facilitators guides, 79 spirit masters, pre-course test, post-course test, 35 attribute cards, 8 interview cards and 2 games is divided into 3 units, to be used in grades 6-7-8. This series is an extension of the K–2 and 3–5 series of the same title. It has been designed to help the student gain knowledge of himself and to use this knowledge by relating his values, skills, interests and characteristics to various occupational roles. The valuing process was viewed as the dynamic nature of assigning merit and worth, and was seen as the most effective approach to take in teaching career education. Valuing skills have been meshed with 10 career concepts and with specific thinking skills such as problem solving, classifying, interpreting, etc.
Developed by: Florida State Department of Education and available through Educational Achievement Corporation
Clusters – All
Elements – Self Awareness, Career Awareness, Economic Awareness, Decision Making, Attitudes & Appreciation

7–14 **YOU AND THE CUSTOMER** **T0101**

A 10 page instructional module for student's use that acquaints the student with employee-customer problems. This module contains specific on-job problem situations followed by some possible solutions. The purpose is to develop awareness of behavioral options available in on-job situations. A self-test and answer key are provided.
Developed by: Sherrilyn Smith
Cluster – Business & Office
Elements – Decision Making, Employability Skills, Attitudes & Appreciation

K–2 **THE VALUING APPROACH TO CAREER EDUCATION, SERIES K–2** **C0212**

This demonstration kit contains 3 cassettes, 3 filmstrips, 11 booklets, 2 facilitator's guides, 56 spirit masters, 10 posters, 1 puppet, 2 games, and the *Becoming File*. The purpose of the series is to illustrate the *ongoing* and *becoming* aspects of career choice: that a career is a way of life rather than a job or series of jobs. A person's occupation usually affects his entire lifestyle – the area in which he lives, his daily routines, his community status, and even the types of recreational activities in which he participates. An individual's feelings of self worth often correspond to his feelings concerning the significance of his occupation, the status it offers, and the financial power and security it gives.
Developed by: Florida State Department of Education and available through Educational Achievement Corp.
Clusters – All
Elements – Self Awareness, Career Awareness, Economic Awareness, Decision Making, Attitudes & Appreciation

3–5 **THE VALUING APPROACH TO CAREER EDUCATION, SERIES 3–5** **C0213**

This demonstration kit contains 2 filmstrips, 7 cassettes, 9 read-along books, 35 Animal Worker reading sheets, 10 posters, 1 facilitator's guide, 1 booklet of 23 spirit masters, the *About Me* file, 5 pre-course tests and 6 post-course tests, and 3 games. This kit is a continuation of the K–2 series of the same title. It has been designed to help students begin to distinguish differences between meanings of responsibility, achievement, cooperation, and decision-making. During the formative years, children acquire attitudes and values that will affect their work roles and productivity throughout their lives. The series attempts to provide some occupationally related experiences so that career development becomes an integral part of a child's development.
Developed by: Florida State Department of Education and available through Educational Achievement Corp.
Clusters – All
Elements – Self Awareness, Career Awareness, Economic Awareness, Decision Making, Attitudes & Appreciation

K–12 **A K–12 APPROACH TO CAREER PLANNING** **T0104**

This 17 page guide lists for each grade level the goals and objectives that are related to the career education elements. After the listing of goals, several activities are suggested that will develop the eight concepts. The objectives for the elementary levels are mainly centered around the concepts of self awareness, the importance of all workers, as well as career awareness. At the secondary level, activities are listed by subject area, such as language arts, math, business, etc.
Developed by: Charles McLean
Elements – All

INTERDISCIPLINARY

GRADE

ALL **CAREER EDUCATION "THE IDALIA WAY"** **T0115**

This 39 page unit was developed during an inservice class for East Yuma Schools. Career education is defined, and activities are suggested that will implement specific objectives. Activities include the investigation of careers that are involved with the bird population, on the elementary level, and activities dealing with personal money management and family money management on the secondary level.
Developed by: Idalia School, East Yuma RJ-2
Clusters – All
Elements – All

6–9 **THE WORLD OF WORK** **T0297**

This 11 page guide uses an interdisciplinary approach to bring out the concept that career choice affects one's total lifestyle. Students are able to explore interests, abilities, and talents in respect to career opportunity. Students research jobs available in the community, contact a person in one occupation, then, using all the information gathered, creates a fictional character and describes his lifestyle.
Developed by: T. Zanarripa, J. Cacciatore, D. Diaz, S. Garcia
Elements – Self Awareness, Career Awareness, Attitudes & Appreciations

5 **MAKING DECISIONS – A HIGHWAY TO WORK AND PLAY, LEVEL 5** **C0261**

This teacher's guide contains reduced size reproductions of all student issues; the purpose for each activity; the instructional procedure; curriculum subject areas; and suggested activities. The unit is designed to help children synthesize their knowledge of self and community environment, and identify ways that the family, community, work and leisure can help meet individual needs. Synthesis of this information helps individuals in making those decisions that are relevant to actualization of self in the world of work.
Publisher: McKnight, 1973
Elements – Self Awareness, Decision Making

10–12 **WHAT DO YOU DO BESIDES GRADUATE? HIGH SCHOOL CURRICULUM** **T0078**

This is a 70 page compilation of activity ideas and lesson plans that implement career education concepts into the classroom with an interdisciplinary approach. Each activity is prefaced by the classes that is is designed for, such as math/language arts, and the goals and objectives stated for the activity are coordinated with the overall objectives of the total program. Although each of the six divisions of the program have designated limits, the activities can be easily adapted to other grade levels.
Developed by: Weld County School District Re-1
Clusters – All
Elements – All

7–9 **WHAT DO YOU DO BESIDES GRADUATE? MIDDLE SCHOOL CURRICULUM** **T0077**

This is a 219 page compilation of activity ideas and lesson plans that implements career education concepts into the classroom with an interdisciplinary approach. Each activity is prefaced by the classes that it is designed for, such as math/language arts, and the goals and objectives stated for the activity are coordinated with the overall objectives of the total program. Although each of the six divisions of the program have designated limits, the activities can be easily adapted to other grade levels.
Developed by: Weld County School District Re-1
Clusters – All
Elements – All

K–3 **WORKING FOR FUN** **T0103**

This 32 page curriculum guide contains the plans for 15 activities that were designed to implement the career education elements into the program. These activities simulate career related activities, and include such things as string design, weaving, cake decorating, no-bake cookies, nature collages, and general store. Included is a chart of the eight career education elements which lists objectives for each grade level.
Developed by: Holyoke Primary Teachers, Al Renzelman, coordinator
Elements – All

1–3 **MAKING BREAD** **T0263**

This 13 page unit introduces children to the complete process of making bread, from the planting of the wheat seed to the actual baking. The unit also acquaints children with some occupations associated with the total process. Language, math and social studies skills are incorporated into this unit.
Developed by: Janelle Martucci
Clusters – Consumer & Homemaking, Agri-Business & Natural Resources
Elements – Career Awareness, Attitudes & Appreciations

INTERDISCIPLINARY

GRADE

1–3 **THE PEOPLE WHO BRING US FOOD** T0261

This 16 page unit exposes students to careers in their community, develops an awareness of how careers are related to one another. The first section of the unit introduces students to a broad scope of careers in existence. The second section focuses in on a specific area of related careers – the people who bring us food. A materials and resource list is provided.
Developed by: Judy Chandler
Clusters – Agri-Business & Natural Resources, Consumer & Homemaking, Marketing & Distribution, Transportation
Element – Career Awareness

2 **MOVING ON – A HIGHWAY TO WORK AND PLAY, LEVEL 2** C0258

This teacher's guide contains reduced-size reproductions of all student issues; the purpose of each student activity; the instructional procedure; curriculum subject areas; and suggested activities. The unit is designed to enhance new discoveries of self through social interaction with others in a social environment. The following themes are developed in the program: people learn about themselves from personal experience; people interact socially when working and playing; people plan, organize, and control work and play; and people use information when working and playing.
Publisher: McKnight, 1973
Element – Self Awareness

1 **GETTING STARTED – A HIGHWAY TO WORK AND PLAY, LEVEL 1** C0257

This teacher's guide contains reduced-size reproductions of the student issues with explanations of the purpose of each activity, the instructional procedure, curriculum subject areas, and suggested related activities. The program is designed to help students begin to recognize their own self-characteristics (social, mental, emotional, and physical) in work and play, and to enable them to form a self-image with this information.
Publisher: McKnight, 1973
Element – Self Awareness

6–8 **BRAND X** T0125

This 13 page unit was developed to give students a working knowledge of the metric system; to allow students to work together in planning and designing advertising for a fictional product; to allow students to realize the benefit of unit pricing to the consumer; and to allow students to attain an awareness of the packaging problems. Several of the activities require the use of commercial materials.
Developed by: Judy Hastall
Clusters – Business & Office, Marketing & Distribution, Communications & Media, Consumer & Homemaking
Elements – Career Awareness, Decision Making

8–12 **AWARE FAIR – STUDENT STUDY GUIDE** T0111

This 3 page guide was developed for students who attended the fall, 1975 Career Fair held at Northeastern Junior College in Sterling. In this unit the student lists his expectations, then jots notes on his experiences as he tours the fair. This model is adaptable to similar excursions elsewhere.
Developed by: Northeast BOCES Counselors
Clusters – All
Elements – Career Awareness, Attitudes & Appreciations

6–10 **OCCUPATIONAL INTERVIEWS** T0015

This 100 page guide intends to help the student initiate research that will answer questions about various career choices. It provides survey questions and suggestions for use in interview situations. Also included are transcripts of previously held interviews in various career areas.
Developed by: Phil Gore
Clusters – Business & Office, Transportation, Agri-Business & Natural Resources, Public Service, Health, Personal Service
Elements – Career Awareness, Beginning Competency & Skill Awareness

6 **TURNING POINTS – A HIGHWAY TO WORK AND PLAY, LEVEL 6** C0262

This teacher's guide contains reduced-size reproductions of all student issues; the purpose for each activity; the instructional procedure; curriculum subject areas; and suggested activities. The unit emphasizes the point that the choice of a career involves more than a choice of how to earn a living. Using the premise that the purpose of all work is to meet human needs, students will examine the human processes of managing, developing, producing or providing, and selling. Human needs are met through these processes, and all enterprises utilize these processes.
Publisher: McKnight, 1973
Elements – Self Awareness, Educational Awareness, and Decision Making

INTERDISCIPLINARY

GRADE

7–12 **CAREER DEVELOPMENT ACTIVITIES** C0104

This program consists of textbook and teacher's guide. The unit emphasizes the fact that it is *not* necessary or desirable to organize new career courses. During normal instructional duties, the teacher is aided in relating content to what people do for a living and how they live. The lawyer, nurse, truck driver, chemist, and plumber become subject matter for mathematics, history, English, geography, art and physics lessons.
Publisher – Howard W. Sams Co., 1973 (Larry J. Kenneke, author)
Clusters – All
Elements – All

3 **TRAVELING TOGETHER – A HIGHWAY TO WORK AND PLAY, LEVEL 3** C0259

This teacher's guide contains reduced size reproductions of all student issues; the purpose of each activity; the instructional procedure; curriculum subject area; and suggested activities. The unit is designed to make children aware that a person has responsibilities to himself and others. The values related to the words responsibility, dependency and cooperation are examined. Children learn that they are able to plan, organize, and control their personal behavior, and that one way to control one's own behavior is by compromising in cooperative activity.
Publisher: McKnight, 1973
Element – Self Awareness

7–12 **INTERDISCIPLINARY – METHODS** T0061

Each of the 10 lesson plans in this collection has been designed to create career awareness of those occupations that use such skills as welding, drafting, & carpentry. Such areas as farm management and agriculture are also studied. One unit discusses job safety, another describes a program that teaches the different aspects of car maintenance from both the consumer standpoint and that of exploring careers available in the area.
Developed by: ED 596, Al Renzelman, coordinator
Clusters – Agri-Business & Natural Resources, Construction, Consumer & Homemaking
Elements – Career Awareness, Beginning Competency/Skill Awareness

K–6 **WHAT DO YOU DO BESIDES GRADUATE? ELEMENTARY CURRICULUM** T0076

This is a 145 page compilation of activity ideas and lesson plans that implement career education concepts into the classroom with an interdisciplinary approach. Each activity is prefaced by the classes that it is designed for, such as math/language arts, and the goals and objectives stated for the activity are coordinated with the overall objectives of the total program. Although each of the six divisions of the program have designated limits, such as 4th grade social studies and 5th grade science, the activities can be easily adapted to other grade levels.
Developed by: Weld County School District Re-1
Clusters – All
Elements – All

4 **CHANGING SIGNALS – A HIGHWAY TO WORK AND PLAY, LEVEL 4** C0260

This teacher's guide contains reduced size reproductions of all student issues; the purpose for each activity; the instructional procedure; curriculum subject area; and suggested activities. The unit is designed to assist children in recognizing that they remain the same and also change; that the way people work and play is changed by new knowledge and information, by new environments, and by changes in technology. Students can then analyze how their interests, values, needs, abilities, and attitudes have changed as a result of physical growth and environmental change.
Publisher: McKnight, 1973
Element – Self Awareness

10–12 **LANGUAGE AND LIVING** T0191

This 6 page unit helps students develop a self image in relation to occupational goals. Students choose an occupation and research it in the library, in the community, and by talks with other teachers, then they share their information with the class. Sample career choices are provided to be used by students as guidelines for choices.
Developed by: Dorothy Robeda, Joanne Ballard, Lennie Kakalecik
Elements – Self Awareness, Career Awareness

LANGUAGE ARTS

GRADE

6–9 **TUNING INTO MASS MEDIA** T0118

This 15 page unit includes individual activities and group activities intended to criticize, analyze, and evaluate the mass media. The goal is for students to understand the role of communication in shaping life styles and to become aware of careers in mass media. This unit lists specific community resources and materials that could be used as a guide for identifying local resources.
Developed by: M. Wood, G. Cooper, S. Wingo, B. McMurray, B. Sullivan
Cluster – Communications & Media
Element – Career Awareness

3–6 **LANGUAGE ARTS – ELEMENTARY METHODS** T0051

This is a collection of 7 activity ideas that were designed around language arts concepts. Topics covered are the correct way to write business letters; careers in the postal service and the importance of an efficient postal service to all businesses. Other units use language arts activities to develop the career awareness concept.
Developed by: ED 596, Al Renzelman, coordinator
Clusters – Communications & Media, Public Service
Elements – Career Awareness, Self Awareness

7–12 **LANGUAGE ARTS – SECONDARY METHODS** T0064

This is a collection of 11 lesson plans that implement career education concepts into the regular language arts curriculum. Each lesson states the objectives of that lesson, the activities, and materials needed. Each lesson also includes an evaluation by the teacher telling how it was implemented in the classroom.
Developed by: ED 596, Al Renzelman coordinator
Elements – Career Awareness, Employability Skills

8–12 **LANGUAGE IN ACTION** C0402

This program consists of 4 filmstrips, 4 cassettes, and a teacher's guide. This series examines language in its many forms and explains how it works, especially as a means of essential communication. A practical lesson on the use of language and the development of language skills, each part relates to an inner city student's life and environmental experience. Both a how-to and an exploratory approach are used as the educative basis of the program. Filmstrip titles are: *How Language Works, Speaking Skills, Language Skills,* and *Writing Skills.*
Publisher: Center for Learning Skills, 1976
Element – Employability Skills

K–2 **I WANT TO BE?** T0258

This 38 page unit acquaints the class with a variety of occupations, to show that each career is important and that training is important no matter what the occupation. This unit correlates with the student's study of sounds of the alphabet. Approximately 22 weeks are needed for completion. Suggested activities are provided correlating with the sound of the week. Included are 26 pages of supplementary reference material consisting of dittos checking beginning sounds, dittos checking the matching of occupations with tools needed, poems and fingerplays, pictures for coloring and bulletin board material for introductions.
Developed by: M. Braun, J. Clementi, D. Ford and H. Sabo
Clusters – Multi-Cluster
Elements – Career Awareness, Attitudes & Appreciations

2–5 **NEWSPAPER REPORTING** T0281

In this 4 page unit, the student discovers the role of the newspaper reporter and how his role contributes to the total community. In the examination of newspapers, the student becomes aware of community events and the composition and format of various articles. Students attempt to write and rewrite articles suitable for a newspaper. Most students enjoy this new approach to improvement of their language art skills. This unit was developed for 2nd grade students but can be adapted for other elementary grade levels.
Developed by: Phyllis Bassetti and Shirley Lutz
Cluster – Communications & Media
Elements – Career Awareness

9–A **COMMUNICATION SKILLS: LEARNING TO LISTEN AND EXPRESS YOURSELF** C0153

This kit contains 160 slides in 2 carousel cartridges, 2 phonodiscs, 2 cassettes, teacher's guide/reading script, and program summary sheet. The program teaches useful skills to help students become more effective listeners, and to develop empathy for other people as well as expressing their feelings and ideas clearly. It stresses the fact that listening is important in effective communication, and that there are many non-verbal listening skills. For effective listening patience, acceptance, reflection, paraphrasing, sincerity and empathy are necessary. The speaker must have self-confidence, he must make a careful choice of words, and he should select appropriate listeners.
Publisher: The Center for Humanities, 1975
Elements – Self Awareness, Attitudes & Appreciation

LANGUAGE ARTS

GRADE

2–5 **REAL PEOPLE AT WORK – SERIES F** C0193

This series consists of 10 books of 36 pages, each portraying an actual person at work. By also focusing on co-workers at times, the books show the interrelationship of various occupations. The reading level is average 3rd grade, but the interest level is much broader. Titles are: *Estimator; Assistant Bank Manager; Public Relations Writer; Hardrock Miner; Professional Basketball Player; Tugboat Pilot; Welder; Safety Engineer; Chemical Technicians;* and *Shoe Repairer.*
Publisher: Changing Times, 1974
Clusters – All
Elements – Career Awareness, Educational Awareness, Attitudes & Appreciations

2–5 **REAL PEOPLE AT WORK – SERIES E** C0192

This series contains 10 books of 36 pages, each portraying an actual person at work. Other co-workers are also portrayed to show the interrelationship of various occupations. Each interview tries to show the effect of choice of occupation on a person's entire life-style. The reading level is low 3rd grade, but the material has a much wider application. Titles are: *Plumber; General Store Owner; Special Education Teacher; Paper Makers; Medical Technologist; Lock Master; Auto Body Repairman; FDA Investigator; Quality Control Engineer;* and *Furrier.*
Publisher: Changing Times, 1974
Clusters – All
Elements – Career Awareness, Educational Awareness, Attitudes & Appreciations

1–4 **REAL PEOPLE AT WORK – SERIES C** C0191

This series contains 10 booklets of 36 pages, each one portrays an actual person at work. Various co-workers are also portrayed to show the interrelationship of the different occupations. Each interview attempts to show the effect of the choice of career on a person's entire life-style. The reading level is above-average 2nd grade, but the material has a much wider application. Titles are: *Furniture Maker; Truck Driver; Actress; Oil Drillers; Beautician; Shipfitter; Sheetmetal Worker; Forester; Metallurgical Technician;* and *Dressmaker.*
Publisher: Changing Times, 1974
Clusters – All
Elements – Career Awareness, Educational Awareness, Attitudes & Appreciations

1–4 **REAL PEOPLE AT WORK – SERIES A** C0189

This series contains 10 books of 36 pp. portraying a real person at work. 5 or 6 co-workers in various supporting jobs are also portrayed to show relationships of various occupations. The reading level is a low 2nd grade, but the information contained is definitely not that limited. Titles are: *Carpenter; Foreman, Trainee; Children's Librarian; Florist; Pharmacist; Fisherman; Mechanic-Attendant; Fire Fighters; Telephone Repairman;* and *Hand Weaver.*
Publisher: Changing Times, 1974
Clusters – All
Elements – Career Awareness, Educational Awareness, Attitudes & Appreciations

1–4 **REAL PEOPLE AT WORK – SERIES B** C0190

This unit contains 10 books of 36 pages, each one contains an interview with an actual person at work. Several co-workers are also portrayed to show the interdependence of various occupations. The reading level is average 2nd grade, but the subject material is definitely not that limited. Titles are: *Executive Housekeeper; Supermarket Cashier; Graphic Artist; Citrus Grower; Chef; Seaman; Metal Molder; Police Team; Manufacturing Optician;* and *Leather Worker.*
Publisher: Changing Times, 1974
Clusters – All
Elements – Career Awareness, Attitudes & Appreciations, Educational Awareness

K–3 **YOUR WORLD** C0116

This set of 3 books includes teacher's guide for the complete series and 2 of the student texts. Each book has large color photographs with text that describes the occupations, skills, and procedures of each industry. On page 32 of each book is a list of language development words found in that text. Titles are: *Let's Visit a Mining Company,* and *Let's Visit the Telephone Company.*
Publisher: Taylor Publishing CO, 1971
Clusters – Business & Office, Communications & Media, Agri-business & Natural Resources
Element – Career Awareness

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LANGUAGE ARTS

GRADE

5–9 **FILING UNIT** T0047

This 40 page unit was designed to give an alternate way of teaching alphabetizing by relating a basic educational skill to a basic career skill. The unit contains directions, resources and suggested activities; plus a student packet which may be duplicated for student use. This student packet contains complete directions, objectives, vocabulary and work sheets.
Developed by: Jannice Rippetoe Cromwell
Cluster – Business & Office
Elements – Educational Awareness, Career Awareness

10–12 **ELECTIVES IN JOURNALISM** T0190

This eight page unit contains pre- and post test, 14 student activities and a student evaluation instrument. The journalist is one of the most relevant and influential of contemporary writers by virtue of his function in mass media. Journalism provides a role through which students in a variety of communication classes can experience the problems of communication, improve their own communication skills and become aware of the saleable potential of those skills. The ability of the journalist to influence attitudes is discussed.
Developed by: Barbara Moroney, Doug Tureck, and Judy Wodishek
Cluster – Communications & Media
Elements – Career Awareness, Attitudes & Appreciation

10–12 **LITERATURE OF THE SOUTHWEST** T0193

This ten page unit studies the literature of the people of the Southwest and the Chicano culture. It is hoped that no matter what ethnic or cultural background the student is, he develops a new awareness and appreciation of the culture, the heritage, the contemporary problems of these people and simultaneously will learn something useful and enlightening about himself.
Developed by: S. Benfield and A. Galvez
Cluster – Communications & Media
Element – Attitudes & Appreciation

8–12 **WRITING AN APPLICATION LETTER** T0075

This two page unit provides practice in writing a letter of application for a job. A review of basic rules and an example are provided.
Developed by: Thomas Radford
Element – Employability Skills

7–8 **VALUES: WHAT IS SUCCESS?** T0074

This 2 page lesson plan includes a suggested list of values which students use to explore the social view of success. Students will give a written statement for each category of success listed on the checksheet.
Developed by: Gary Mitchell
Element – Attitudes & Appreciations

3–8 **SCHOOL** T0129

This 8 page unit enables students to discover how many people contribute to the total workings of their school. By visiting different departments and interviewing workers, students gain a better appreciation of school personnel as they learn of many new vocations.
Developed by: B. Dane, H. DeFoyd, J. Griffin
Clusters – All
Elements – Career Awareness, Attitudes & Appreciations

9–12 **ANSWERING THE TELEPHONE** T0100

See complete entry under: *Business.*

6–9 **NEWSPAPER** T0119

This 6 page unit is designed to help students recognize the many types of information that can by found in the daily newspaper. Students also become acquainted with careers which are associated with newspaper work, such as reporting, photography, publishing, etc. Many activities are provided within this unit.
Developed by: Delores Sinnuzzi
Cluster – Communications & Media
Element – Career Awareness

LANGUAGE ARTS

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6–8 **COLORADO RAILROADING** T0145

See complete entry under: *Social Studies.*

5–9 **THE NEWSPAPER – PART OF LIVING** T0039

This 2 page unit is designed to expose students to the basic organization and content of a daily newspaper, to show how a daily paper supports the 4 life roles and to demonstrate the practical kinds of information in the paper to help in everyday living. Through use in the classroom of the local newspaper, students make notebooks and class displays, share information and gain self awareness.
Developed by: Karen Senier
Elements – Self Awareness, Educational Awareness, Career Awareness, Attitudes & Appreciation

6–9 **THE NEWSPAPER** T0120

This 5 page unit contains seven activities and includes a post test. The purpose of this unit is to introduce students to occupations associated with newspaper production and to further develop creative writing abilities through producing a school or classroom newspaper.
Developed by: Constance Selakovich
Cluster – Communications & Media
Element – Career Awareness

6–9 **EXPLORING NEWSWRITING** T0121

This 10 page unit consists of 12 student activities and a post test. By studying the basic news story structure, methods of gathering information, and analyzing the content of typical published news stories, students will be helped to distinguish fact from opinion. As a result of actually writing a news story, the student develops an appreciation of new gathering techniques and newswriting processes.
Developed by: R. DeSimone, N. Cullins, F. Strother
Cluster – Communications & Media
Element – Career Awareness

9–12 **DRAMA** T0189

The purpose of this 7 page unit is to provide each student an insight into play production and the diverse occupations that can be connected with it. Areas such as make-up, costume design, set design, and lighting are introduced and examined. Students should be enrolled in a drama class to benefit the most from this unit.
Developed by: Gary Holder
Cluster – Fine Arts & Humanities
Element – Career Awareness

1 **PUEBLO REGIONAL LIBRARY** T0262

This 6 page unit is designed to aid the primary student in becoming more aware of the wide range of facilities, services and activities offered by Pueblo Regional Library.
Developed by: S. Dale, D. Martinez, R. Parks, J. Thomas, P. Toler, and B. Standifer
Elements – Career Awareness, Attitudes & Appreciation

3–5 **NEWSPAPERMEN** T0280

This is a 13 page unit emphasizing language arts and social studies skills. Through exploration of the contribution of the various people involved in the newspaper industries, students construct a newspaper around activities in their school and home community. It is anticipated that through cooperative participation with other students and members of the community, the child will realize his role as a citizen. This careerpac suggests the use of supportive materials and resources.
Developed by: K. Harvey, S. Caricato, V. May
Cluster – Communications & Media
Elements – Educational Awareness, Career Awareness

6–9 **LIFE STYLE OF LANGUAGE FUNCTIONS** T0117

This 13 page unit emphasizes career awareness and self-awareness by having the student discover that their parents, grandparents, and relatives have talents and skills that have developed the local area and culture. Students can utilize this information to choose a life style of their own and contribute to a better community. Six student activities are provided with a course outline.
Developed by: M. Vigil, L. Mena, R. Aldred, W. Chambers
Elements – Self Awareness, Career Awareness

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LANGUAGE ARTS

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2–6 **REAL PEOPLE AT WORK – SERIES K** **C0197**

This series consists of 10 books, each containing an interview with an actual person at home and at work. The concept of the relationship of work, home and socio-civic life is introduced, along with the typical tools, skills, equipment and functions of a particular occupation. The electric power industry is used in this series along with series I & J to show the interrelationship of all occupational clusters in a large industry. Titles are: *Electrician; Helicopter Pilot; Architect; Lumber Worker; Physical Therapists; Marine Engineer; Truck Mechanic; Watch Engineer; Power Pl[illegible] Worker;* and *Insulation Knitter.*
Publisher: Changing Times, 1975
Clusters – All
Elements – Career Awareness, Educational Awareness, Attitudes & Appreciations

2–4 **JUST RIGHT JOB STORIES** **C0294**

This preview kit contains one cassette, teacher's guide, and student response sheet. In this unit, *Marvin Mouse and the Mechanic,* Marvin lives in the trunk of a car. George the mechanic meets him when he investigates the squeak in the car. During the discussion that follows, students learn about a mechanic's training, skills, and tools.
Publisher: Coronet, 1973
Cluster – Manufacturing & Distribution
Element – Career Awareness

9–12 **SELF APPRAISAL FOR DECISION MAKING AND CAREER PLANNING** **C0229**

This 74 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The unit emphasizes the fact that realistic job selection should be based upon maximum self knowledge in order to insure personal fulfillment and job satisfaction. Unit titles are: *"Personal Interests and Achievements"; "Personal and Societal Values"; "Understanding Success"; "Prerequisites for Careers: Interests, Abilities, Achievements"; "Exploring the Decision-Making Process"; "Values, Needs and Life Style"; "Occupational Costs, Rewards, and Characteristics";* and *"Job Applications and Interviews".*
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Self Awareness, Decision Making, Attitudes Appreciations, Career Awareness, Employability Skills, Educational Awareness

2–6 **REAL PEOPLE AT WORK – SERIES J** **C0196**

This series consists of 10 books, each containing an interview with a real person at work and at home. The typical tools, equipment, skills, and functions of various occupations are introduced. Students are also shown how the choice of a career affects a person's whole life-style. Titles are: *Contract Cleaner; Market Researcher; Home Economist; Natural Science Chemist; Water Analyst; Ship's Engineer; Power Transformer Assembler; Ecologist; Nuclear Plant Designer;* and *Protective Clothing Maker.*
Publisher: Changing Times, 1975
Clusters – All
Elements – Career Awareness, Attitudes & Appreciations, Educational Awareness

2–6 **REAL PEOPLE AT WORK – SERIES I** **C0195**

This series consists of 10 books of 36 pages, each containing an interview with an actual person at work. Students are introduced to the typical tools, equipment, skills, and functions of various occupations. With series J & K, the electric power industry is used to illustrate how careers in all clusters might interrelate in a large industry. Titles are: *Building Maintenance Worker; Computer Operator; Television Broadcaster; Coal Miner; Industrial Nurse; Towboat Pilot; Ceramic Worker; Corporate Lawyer; Power Line Worker; Boot Maker*
Publisher: Changing Times, 1975
Clusters – All
Elements – Career Awareness, Attitudes & Appreciations, Educational Awareness

2–5 **REAL PEOPLE AT WORK – SERIES G** **C0194**

This series consists of 10 books of 36 pgs., each one portraying an actual person at work. Each person's co-workers are also introduced to show the interrelationship of occupations. The reading level is high 3rd grade, but the interest level is much broader. Titles are: *Pest Controller; Office Worker; Industrial Film Maker; Meteorologist; Dentist; Fish Biologist; Machinist; Judge; Nuclear Reactor Operator;* and *Dry Cleaner.*
Publisher: Changing Times, 1974
Clusters – All
Elements – Career Awareness, Attitudes & Appreciations, Educational Awareness

LANGUAGE ARTS

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9–14	**COPING WITH LIFE: FRUSTRATION AND DISAPPOINTMENT** See complete entry under: *Guidance.*	C0151
5–7	**FOUNDATIONS FOR OCCUPATIONAL PLANNING** See complete entry under: *Guidance.*	C0040
5–6	**TAD – TOWARD AFFECTIVE DEVELOPMENT** See complete entry under: *Guidance.*	C0140
7–A	**HUMAN RELATIONSHIPS: WHY THEY SUCCEED OR FAIL** See complete entry under: *Guidance.*	C0160
10–A	**THE PURSUIT OF HAPPINESS: MAN'S SEARCH FOR THE GOOD LIFE** See complete entry under: *Guidance.*	C0158
9–13	**COPING WITH LIFE: THE ROLE OF SELF CONTROL** See complete entry under: *Guidance.*	C0149
8–12	**PROBLEMS IN HUMAN RELATIONS: RESOLVING PERSONAL CONFLICTS** See complete entry under: *Guidance.*	C0148
4–9	**CAREER AWARENESS PROGRAM** See complete entry under: *Guidance.*	C0029
K–3	**CDCP LEVEL 1: DISCOVERING SELF IN WORK AND PLAY** See complete entry under: *Social Studies.*	C0202
2–4	**DUSO 2: DEVELOPING AND UNDERSTANDING SELF & OTHERS** See complete entry under: *Guidance.*	C0164
9–A	**HARD CHOICES: STRATEGIES FOR DECISION MAKING, PARTS 1 & 2** See complete entry under: *Guidance.*	C0155
6–9	**POPULARITY PROBLEMS OF YOUNG TEENS** See complete entry under: *Guidance.*	C0052
9–12	**CITY GOVERNMENT** This 7 page unit uses research and interviewing skills to enable students to gain knowledge about occupations in various departments of city government. Students will have the opportunity to develop reading, spelling, and grammar skills in addition to seeing how necessary they are to any vocation. Developed by: Fred W. Jacobs *Cluster* – Public Service *Elements* – Career Awareness, Educational Awareness, Employability Skills	T0221
10–12	**FRENCH (MINI-COURSE)** See complete entry under: *Foreign Language.*	T0176
2–5	**USE OF THE TELEPHONE** This 8 page unit acquaints students with the correct procedure and the courteous use of the telephone. Students will develop an awareness of possible occupations associated with telephones and their function. Many suggested materials are available through the local telephone office. Developed by: N. Sample, E. Eurich, H. Coleman, D. Morna, J. Frost, G. Frost *Cluster* – Communications & Media *Elements* – Beginning Competency & Skill Awareness, Career Awareness, Attitudes & Appreciations	T0282

LANGUAGE ARTS

GRADE

K–2 **KEEPING CLEAN AND HEALTHY** C0085

This set contains six posters 17" x 23", that help develop basic understandings regarding cleanliness and good health habits in the primary grades. Each poster contains a list of concepts to be learned, suggested discussion questions, vocabulary list, and related activities. Titles are: *Visiting the Dentist; Visiting the Doctor; Forming Proper Habits of Sleep; Eating Balanced Meals;* and *Taking a Bath and Brushing Teeth.*
Publisher: Instructo Corp., 1967
Element – Self Awareness

9–12 **CREATIVE WRITING** T0185

The activities suggested in this 5 page unit take students through researching a chosen lifestyle as it is present in one's home town, then using this information to construct an imaginary town. It is suggested that students spend a day of apprenticeship under a member of their chosen lifestyle before writing their pieces.
Developed by: Ruby B. Plumer
Elements – All

6–8 **COMMUNICATIONS** T0152

The end product of this 7 page unit will be the student's ability to use the phone correctly, to be able to send and receive telegrams, and to write a good letter.
Developed by: Mary Joan Reagan
Element – Beginning Competency & Skill Awareness

7–12 **COMMUNICATION SKILLS: WHO'S AFRAID OF GRAMMAR?** C0412

This program consists of 240 slides in 3 carousel trays, 3 cassettes and/or 3 records, and a teacher's guide. This three-part program is intended to help young people - and their teachers - in the often tedious study of English grammar. It is designed to motivate students in learning grammar as a tool of effective communication, and to introduce and reinforce basic principles of sentence construction. The program stresses that grammar is a means, not an end; the end is effective communication.
Publisher: The Center for Humanities, Inc., 1976
Element – Employability Skills

7–12 **SPEAK UP SKILLS OF ORAL COMMUNICATION** C0408

This program includes 160 slides in 2 carousel slide trays, 2 cassettes and/or 2 records, and a teacher's guide. The program opens with four dramatizations of ineffective communication and explains how each could have been avoided by keeping two thoughts in mind: understand what you want to say before talking, and express your thoughts clearly and directly. The differences and similarities between written and oral language are demonstrated, and the program suggests that students take the best of the written process – constructing thoughts logically and stating them clearly – and include these in their oral communication.
Publisher: The Center for Humanities, Inc., 1977
Elements – Decision Making, Employability Skills

7–12 **CLEAR THINKING: HOW TO IMPROVE YOUR REASONING SKILLS** C0409

This program includes 160 slides in 2 carousel trays, 2 records and/or 2 cassettes, and a teacher's guide. This program outlines the basic principles of clear thinking in everyday, easy-to-grasp situations and illustrates through timely examples how people jump to conclusions and make serious errors in reasoning. The program defines clear thinking as directing thoughts toward solving problems or answering questions. Examples are used to demonstrate how begging the question, faulty comparisons, misunderstanding cause and effect relationships and faulty syllogisms also prevent clear thinking.
Publisher: The Center for Humanities, 1976
Elements – Decision Making, Employability Skills

7–12 **COMMUNICATION SKILLS: WRITE IT RIGHT** C0410

This 3 part program includes 240 slides in 3 carousel trays, 3 cassettes and/or 3 records, 8 spirit masters, and 1 teacher's guide. Through examples and exercises, students follow a step-by-step approach to organizing words into paragraphs that communicate clearly and effectively. Program is structured to permit the teacher to stop the audio portion at appropriate intervals while the students complete the writing exercises directly related to visual images on the screen. The narrative emphasizes the practicality and usefulness of the ability to convey ideas, opinions or feelings in a well-organized paragraph.
Publisher: Center for Humanities, Inc., 1976
Elements – Employability Skills

LANGUAGE ARTS

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9–12 **WHAT GOES THROUGH THE PRINTING PRESS** T0192

This 8 page unit on printed language aids the student to gain insight into the many and varied uses of printed words. As the student explores his home and community, he becomes aware of the necessity of accuracy and clarity in language usage. By use of group projects, students learn to organize and develop their ideas while working with others toward a common goal. The unit develops the student's skills in reading, writing, speaking and listening.
Developed by: Betty Hudson
Cluster – Communications & Media
Elements – Self Awareness, Career Awareness

9–12 **PUBLIC SPEAKING** T0197

This 13 page unit provides students with an awareness of the value and necessity of effective public speaking and general communications skills as it applies to the occupational life role. Two areas are covered. First, the unit provides an exploration of possible occupations in speech related careers. Second, it provides students with an awareness of what to expect from job interviews and how communications skills benefit at the time of actual application for employment. Nine suggested activities are provided along with a summary of applicant's qualifications.
Developed by: Mary Pierz
Cluster – Communications & Media
Element – Career Awareness

7 **FILING UNIT** T0047

This unit was designed to give Language Arts' teachers an alternative way of teaching alphabetizing by relating a basic educational skill to a basic career skill. The unit contains directions, resources and suggested activities; plus a student packet which may be duplicated for student use. This student packet contains complete directions, objectives, vocabulary and work sheets.
Developed by: Jannice Rippetoe Cromwell
Cluster – Business & Office
Elements – Educational Awareness, Career Awareness

8–12 **CAREERS IN COMMUNICATIONS** C0309

See complete entry under: *Communications and Media.*

8–12 **WRITING CAREERS IN ADVERTISING** C0299

See complete entry under: *Communications and Media.*

9–A **EMPLOYMENT LETTERS – CAREER COMMUNICATION SERIES** C0102

See complete entry under: *Guidance.*

7–10 **UNDERSTANDING SELF** C0227

See complete entry under: *Guidance.*

7–10 **YOUR PERSONALITY, YOUR HEALTH, YOUR JOB** C0228

See complete entry under: *Guidance.*

9–12 **FILING OF BUSINESS RECORDS** T0174

See complete entry under: *Business.*

9–12 **THE BUSINESS LETTER** T0171

See complete entry under: *Business.*

1–6 **CAREER FLASHCARDS** C0373

See complete entry under: *Multi-Cluster.*

2–4 **EXPLORING THE WORLD OF WORK** C0231

See complete entry under: *Social Studies.*

K–2 **DEVELOPING UNDERSTANDING OF SELF AND OTHERS (DUSO KIT D-1)** C0163

See complete entry under: *Guidance.*

LANGUAGE ARTS

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8–12 **QUESTIONS OFTEN ASKED DURING AN INTERVIEW** **T0291**

This guide is designed to prepare students for questions most often asked during employment interviews. It includes class discussion and role playing activities during which students conduct and participate in job interviews. Suggested also are video-taping and businessmen-conducted interviews in the classroom.
Developed by: Tom Radford
Elements – Self Awareness, Career Awareness, Beginning Competency & Skill Awareness

6–8 **FILLING JOB APPLICATION FORMS** **T0136**

Designed specifically for the remedial reading student, this eight page unit helps students learn to fill out a job application. The emphasis is on understanding the questions and learning the importance of the sequence of events involved in applying for a job. Five activities are provided including having a guest speaker.
Developed by: Mary Jo Lanze
Element – Beginning Competency & Skill Awareness

K–2 **LEARNING ABOUT OTHERS** **C0397**

See complete entry under: *Guidance.*

9–12 **LEISURE TIME CULTURAL INTEREST: POETRY** **T0187**

The objective of this 19 page unit is to develop and encourage an interest in poetry. Students learn the beginning efforts necessary to write poetry, what peotry is, how to write easy poems, and to learn the meaning poetry plays in our everyday lives. The unit is based upon many additional materials and resources that may not be available in your area.
Developed by: Jeanne Apple and Barbara Schneider
Cluster – Fine Arts & Humanities
Element – Attitudes & Appreciation

7–9 **SKILLED TRADES & PRODUCTION** **T0162**

This five page unit demonstrates to students the applicability of what is taught in language arts to the occupations found in the skilled trades. Six student activities, covering six different clusters, provides the student the awareness of new career areas in the skilled trades.
Developed by: Dick Amman and Bill Arnott
Clusters – Communication & Media, Manufacturing, Public Service, Hospitality & Recreation
Elements – Educational Awareness, Career Awareness

10–12 **ALPHABETIC FILING** **T0107**

This 13 page module for students gives explanations on how to do alphabetic filing of personal names. Four suggested work activities are included as well as a self-test and answer key.
Developed by: Sherrilyn Smith
Element – Beginning Competency & Skill Awareness

9–12 **CAREER DISCOVERY** **T0196**

This ten page unit was created for the students who are functioning academically at the average to low levels. By investigating and interviewing the many career people in La Junta, the students become acquainted with career opportunities available and the requirements related to specific career goals and language arts skills. Five suggested activities accompany this unit.
Developed by: J. Church and L. Steadman
Element – Career Awareness

7–9 **WRITING A BUSINESS LETTER** **T0073**

A one page unit containing 9 activities related to the writing of business letters that a student may need to use in life. Activities suggested include classroom role playing and relevance of material.
Developed by: Jean Christensen
Cluster – Business & Office
Elements – Beginning Competency & Skill Awareness, Employability Skills

LANGUAGE ARTS

GRADE

8–14 **CLARIFYING YOUR VALUES: GUIDELINES FOR LIVING** C0150

See complete entry under: *Guidance.*

9–14 **WHO AM I? WHERE DID I COME FROM? WHERE AM I GOING? THE ETERNAL QUESTIONS** C0157

See complete entry under: *Guidance.*

9–14 **HOW WE BECOME OURSELVES: THE SHAPING OF PERSONALITY, PARTS I & II** C0159

See complete entry under: *Guidance.*

6–9 **WHO NEEDS IT?** T0123

This unit is designed to assist students to understand themselves in relation to the world of work, using research skills. Activities are provided.
Developed by: S. Neumayr, J. Richards, M. Roberts
Elements – Educational Awareness, Career Awareness

7–10 **GAINING CAREER INFORMATION THROUGH ENGLISH ACTIVITIES** T0292

This 12 page unit is designed to create student awareness of the importance of good writing and speaking skills; the required training and responsibilities of a variety of jobs; and the vocabulary used in the world of work. Activities include library research, community speakers, composition, jeopardy game, job applications, oral reports and role playing. Students choose areas of interest for their research. This unit can be most valuable for emphasizing the importance of language arts skills outside the class.
Developed by: Faye Wulfsohn
Clusters – All
Elements – Career Awareness, Employability Skills, Attitudes & Appreciations

K–3 **MYSELF AND OTHERS AT HOME AND SCHOOL** C0225

This 145 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. In this unit, the examples of home and school are used to introduce the concepts of how organizational structures affect what is done within an institution. Concepts explored are the nature of role performance; the individual's role within an institution; to recognize how need fulfillment, dependence on others, and interdependency are important to the individual; and to recognize the meaning of responsibility to self and others.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Attitudes & Appreciation, Self Awareness

PRE–2 **JUST ME** C0224

This 94 page notebook includes text, teacher's guide, duplicable student materials, and evaluation guides. That being a "self" involves being different is the focus of this unit; students note their unique aspects as influenced by physical characteristics, family, friends, and interests. Students become aware of themselves and then consider the relationships that they have established with family, friends and classmates. Also, the very real and important relationship between what a student learns at school and what the student chooses for a career is shown.
Developed by: Ohio State University, Center for Vocational Education, 1974
Element – Self Awareness

6–9 **COMMUNICATION AND YOU** C0226

This 98 page unit contains text, teacher's guide, duplicable student materials, and evaluation guides. This program helps students recognize and understand their own attitudes and the attitudes and feelings of others, with special emphasis on how those feelings are communicated and dealt with. Students must become familiar with these concepts before selecting a future career. Through this awareness, students realize that although attitudes are modified by communication with others, they remain consistent with personal values and goals. Communication skills are practiced in role-playing situations and adjustment skills are developed when interpersonal differences must be resolved.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Self Awareness, Attitudes & Appreciations

LANGUAGE ARTS

GRADE

4	**WINDOWS, DOORWAYS AND BRIDGES**	**C0336**
5	**PASSPORTS, EXCURSIONS AND DISCOVERIES**	**C0337**
6	**VOICES, ENDEAVORS AND TRIUMPHS**	**C0338**

Each of the above reading programs consists of student text, studybook, and 3 teacher's editions (one for each section in the student's text). The *Reading Unlimited* program combines quality fiction with poetry, biographies, and articles on topics of relevance in today's world (pollution, consumerism, urban life, space travel, and different cultures). The focus is on how to get meaning from print, but attention is also given to listening, speaking, writing and doing. The photographs and illustrations used bring immediacy and realism to texts. In factual selections, special care has been taken to make sure that illustrations are accurate, current, and consistent with text material. For the teacher's convenience, pupil text and *Studybook* pages are reproduced in the teacher's edition. In all there are nine teacher's editions for the three different levels.
Publisher: Scott, Foresman & Co., 1976
Clusters – All
Elements – All

7–12	**FORMS IN YOUR FUTURE**	**C0449**

This program consists of 12 cassettes, 1 student workbook, and 1 teacher's guide. This series is designed to: provide practical knowledge of a basic language skill needed for survival in society; help students understand and complete the principal kinds of written forms they will encounter; and acquaint students with vocabulary and procedures of the real life context of each form. Some of the forms included are: social security, job application, union membership, Navy application, checks, driver's license, car loan, credit card, marriage license, tax forms, and life insurance, etc.
Publisher: 1976
Elements – Employability Skills, Self Awareness

MATHEMATICS

GRADE

7–12 **METRIC SYSTEM** **T0202**

This 7 page unit contains goals, objectives, seven suggested student activities, four quick quizzes and a final unit test. Students develop knowledge of the metric system and the manner in which it fits into their particular life style and community and obtain the capability to apply this system in their future life style and community. "Using the Metric System" by Kempf Richards was used as an accompanying text along with the Linus Game from "Colamda". These two materials are not provided with the unit.
Developed by: Carol Nachtigall
Elements – Attitudes & Appreciations, Beginning Competency & Skill Awareness

9–12 **INTEREST RATES AND YOU** **T0201**

This 8 page unit creates student awareness concerning interest and variable interest rates. The student becomes better equipped to make wise decisions when he has a desire to save, a need to borrow, or to purchase using time payments. Three pages of problems are given for students to compute interest rates.
Developed by: Constance Miketa, Meril Roberts
Cluster – Business & Office
Elements – Educational Awareness, Career Awareness, Economic Awareness, Attitudes & Appreciations

4–9 **COMPUTER SERIES I: AN INTRODUCTION TO COMPUTERS** **C0180**

This series of 5 filmstrips, 5 cassettes, and teacher's guide discusses the invention of basic computing devices such as the abacus and adding machine to replace the use of fingers, sticks, and beads for arithmetic caluclations. The series then goes on to explain that with the mass production of machine parts and the development of electronics, modern computers have been made possible. Other units explain the areas of business, government and science that are using computers to analyze and store data from the vast resources of the world. Unit titles are: *History of Computing Devices; The Many Uses and Needs for Computers – Part I; The Many Uses and Needs for Computers – Part II; Computers Today;* and *Computers and the World of the Future.*
Publisher: BFA
Cluster – Business & Office
Elements – Educational Awareness, Career Awareness, Beginning Competency & Skill Awareness

6–9 **ENVIRONMENTAL MATH SERIES** **C0167**

The unit includes 6 filmstrips, 6 cassettes, and one teacher's guide. This series of filmstrips provides instruction and the opportunity to practice some mathematical operations while illustrating some social and ecological problems. Each filmstrips asks the viewer to solve at least one problem for which the data is provided in the filmstrip. This data is repeated in the study guide on pages that can be used to make ditto masters. In addition, discussion of the environmental problems described will unfold other problems that can be attacked using numbers. The titles are: *Terms and Sets-Waste Disposal; Environmental Planning; Mean, Median, Mode-Determining Public Opinion; Addition and Subtraction-Taxes; Graphing-Governmental Processes; Problem Solving Techniques-Population Control.*
Publisher: BFA
Elements – Economic Awareness, Decision Making, Attitudes & Appreciations

5–12 **MAKING CHANGE** **T0102**

This unit guides students through seven steps, techniques, and safeguards in making change. Other activities include: general rules for cash register operators, figuring sales tax, cash coupons, and issuing trading stamps. A self test accompanied by an answer key helps the student review what he has learned.
Developed by: Sherrilyn Smith
Clusters – Business & Office, Marketing & Distribution, Communications & Media, Consumer & Homemaking
Elements – Economic Awareness, Employability Skills, Beginning Competency & Skill Awareness

7–8 **WATT'S HAPPENING** **T0038**

A 1 page unit designed to teach students to: read meters correctly; distinguish among gas, electric and water meters; learn what kilowatts are; construct bar graphs from collected relevant data and compute cost per month for approximate electricity usage in their homes. Many extended activity ideas are also included.
Developed by: Kate MacIssac and Tom Goodson
Clusters – Agri-Business & Natural Resources, Environmental Control, Public Service, Consumer & Homemaking
Elements – Career Awareness, Economic Awareness

7–9 **THE BEAR WENT OVER THE MOUNTAIN** **T0142**

See complete entry under: *Science.*

6–8 **COLORADO RAILROADING** **T0145**

See complete entry under: *Social Studies.*

MATHEMATICS

GRADE

9–12 **MATH IN BUSINESS** **T0199**

The purpose of this five page unit is to give students a chance to explore career areas chosen by them. It is also intended to provide motivation for studying basic math, i. e. addition, subtraction, multiplication and division of whole numbers. This careerpac is intended primarily for remedial tenth grade students.
Developed by: Frank Beaty
Clusters – All
Elements – Career Awareness, Economic Awareness

7–9 **BUILDING A MODEL DAM AND RESERVOIR** **T0126**

This is a 10 page unit. By studying the purpose, planning, engineering and maintenance of a dam, it is hoped that students can plan and construct a scale model of a dam and, thereby, demonstrate understanding of and the ability to use the math skills involved. This unit requires supportive resources and materials which are not included.
Developed by: G. Duque, F. Giadone, G. Hubbard, E. Rivera, P. Rivera
Clusters – Construction, Agri-Business & Natural Resources, Hospitality & Recreation
Element – Career Awareness

9–12 **PAYROLL SYSTEMS** **T0205**

This 6 page unit provides bookkeeping I students with a working knowledge of business payroll systems and basic payroll records. Completion time for this unit is approximately three weeks. At that time the students should be able to: define and understand the vocabulary of payroll systems; identify the various forms used in payroll systems; and compute basic payrolls, including their own wages. Six suggested activities and a pre-test are provided with the unit.
Developed by: Larry Guyette
Cluster – Business & Office
Elements – Career Awareness, Employability Skills

7–9 **FIGURING VOLUMES** **T0130**

Students are provided with practical everyday problems in figuring volumes of different solids such as a feed trough, a combine grain bin, and a gas tank. This 4 page unit was designed primarily for boys from rural agricultural areas who see no relationship between math and the working world.
Developed by: Dale Oliver
Clusters – Business & Office, Agri-Business & Natural Resources

6–9 **BINARY NUMERALS AND COMPUTERS** **T0124**

By creating an interest in computers, this 6 page unit is intended to increase the student's interest in binary numerals and different number base systems, reinforcing base 10 and the place value system of numeration. The textbook, *Modern School Mathematics*, published by Houghton Mifflin is used in conjunction with seven activities.
Developed by: Mary Ann Stafford
Cluster – Business & Office
Element – Career Awareness

7–9 **CEMENT, FROM QUARRY TO FINISHED PRODUCT** **T0143**

See complete entry under: *Social Studies.*

10–12 **FILING FEDERAL INCOME TAXES** **T0204**

This 28 page unit was designed to provide students with practical information for selection of method for and actual filing of federal income taxes. The students: define and understand the vocabulary of federal taxation; identify the various federal tax forms; complete the various federal tax forms; and simulate a tax situation and complete the taxation for the simulation. Supplemental tax forms and tables are included along with a final test.
Developed by: Betty Hirsch
Elements – Career Awareness, Economic Awareness, Beginning Competency & Skill Awareness

11–A **CALCULUS** **T0203**

This careerpac provides student awareness of the practical use of calculus in farming, the cattle industry, and the canning industry as well as other fields. This 12 page unit contains three specific projects with eight activities for guides. The unit was prepared for the calculus student who has covered the basic computation procedures of the derivative. A post test with problem solutions outlined for each question is included.
Developed by: Loretta Brasher
Cluster – Agri-Business & Natural Resources
Elements – Educational Awareness, Career Awareness, Economic Awareness, Decision Making

MATHEMATICS

GRADE

4–9 **BASIC CONCEPTS IN ECONOMICS** C0179

See complete entry under: *Social Studies.*

1–6 **MATHEMATICS – ELEMENTARY METHODS** T0053

This collection of 4 lesson plans contain activities that teach students to handle money wisely. One unit develops the idea that mathematical skills are needed in every occupation, as well as in daily life. Each unit lists the suggested activities, objectives for each, and materials needed for the activities.
Developed by: ED 596, Al Renzelman, coordinator
Elements – Economic Awareness, Career Awareness

7–12 **EXPERIENCING LIFE THROUGH MATHEMATICS, VOLUME I AND II** C0367

Each of the 2 volumes includes a teacher's guide and student text. This is a series of relatively short learning units that were designed not only for the student who asks, "Why must we learn this stuff?" but for every student regardless of his or her future ambition. Designed to reinforce basic arithmetic skills, these learning experiences involve students in everyday life and occupational situations. They are practical and relevant to the needs of the homeowner, the wage earner, and so on. They provide practical information about careers.
Publisher: Pawnee, Volume I, 1975, Volume II, 1976
Clusters – All
Elements – All

7–12 **MATHEMATICS – SECONDARY METHODS** T0059

This collection of 5 lesson plans was designed to implement career education into the regular mathematics curriculum. Some of the activities include proper use of a micrometer; managing a checking account; and finding perimeters in order to figure materials needed for a fence.
Developed by: ED 596, Al Renzelman, coordinator
Element – Beginning Competency & Skill Awareness

1–4 **BASIC MEASUREMENT AND RELATED CAREERS, LEVEL B** C0215

This notebook contains text, teaching guide, duplicable student materials and evaluation guides. The program focuses on simple measurements of time, weight, length, liquid volume, and temperature. Students practice reading clocks, simple scales, inch and centimeter rulers, and thermometers. They identify and determine the relative values of pennies, nickels, dimes and quarters. They discover what amounts of liquids are held by various containers. As they participate in activities, students learn the use of these measurements in the world of work.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Beginning Competency & Skill Awareness, Economic Awareness

7–8 **WHAT'S ON THE MENU** T0041

This 2 page instructional unit applies math skills to practical applications. Students plan menus for their family, research local prices and calculate price break down and cost per meal.
Developed by: Kate MacIssac
Elements – Economic Awareness, Decision Making

6–8 **FROM SALARY TO SAVINGS** T0128

A 10 page unit designed to provide meaningful learning experiences by use of activities and a post-test. Students learn to budget and manage their income, and are also exposed to simulated experiences in banking, saving and loans. Reference material used may not be readily available in all local areas.
Developed by: M. Corsi, S. Fallette, M. Townley, L. Vizyak, and L. Watson
Cluster – Consumer & Homemaking
Element – Economic Awareness

7–12 **FEDERAL INCOME TAX** T0127

This 6 page unit contains 8 student activities involving tax problems. The student actually fills in a tax form, and thereby gains some understanding of our income tax laws. The unit is also a help to students considering tax reporting work as a career.
Developed by: B. Hvalos, S. Consonero, J. Custard, B. Percival, C. Portillos, and M. Prado
Cluster – Business & Office
Elements – Career Awareness, Economic Awareness

MATHEMATICS

GRADE

2–4 **BASIC MEASUREMENT AND RELATED CAREERS, LEVEL C** C0216

This notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The program continues the development of basic measurement skills and extends the knowledge of length and area into the world of work. Students are acquainted with the idea that measurements are obtained through comparisons. Measurement tools are introduced and the skills needed to use the tools are taught.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Beginning Competency & Skill Awareness

3–5 **BASIC MEASUREMENT AND RELATED CAREERS, LEVEL D** C0217

This notebook contains text, teaching guide, duplicable student materials, and evaluation guides. The unit concerns simple measurements of liquid and solid volumes. The intent is to help students develop basic skills and to learn how adults use similar skills at work. Cooking and artwork are suggested activities to introduce these skills.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Beginning Competency & Skill Awareness

8–12 **CAREER EXPLORATION THROUGH MATHEMATICS** C0221

This notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The program is designed to help students develop and reinforce mathematical skills and to become familiar with a wide range of occupations. Students are encouraged to assess their personal attributes, including competencies in mathematics; to establish tentative career goals; and to set some guidelines for high school curriculum planning. The mathematical skills studied are whole numbers; fractions; ratios and percents; perimeter, area, and volume determination.
Developed by: Ohio State University, Center for Vocational Education, 1974
Cluster – All
Elements – Educational Awareness, Career Awareness, Beginning Competency & Skill Awareness

9–12 **MATHEMATICS AND RELATED CAREERS** C0222

This notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The unit is designed to promote student awareness and interest in the role that mathematics plays in today's economy. Mathematical operations are applied to computing taxation and price indexes. The subject material may also be integrated into the area of social studies.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Economic Awareness

5–9 **COMPUTER SERIES II: INTRODUCTION TO COMPUTER PROGRAMMING** C0424

This program consists of 6 filmstrips, 6 cassettes, and teacher's guide. It reviews the history of the digital computer and relates historical developments of technological advancements and the increasing need for rapid and accurate computations. The basic elements of digital computers are described, along with types of input, the operations center, and output forms. Students should then be able to prepare simple flow charts and a simple program suitable for computer instruction. Unit titles are: *History of Digital Computers; Uses of Digital Computers; Parts and Functions . . .; Flow Diagramming – Introduction; Introduction to Programming, Parts I and II.*
Publisher: BFA, 1969
Cluster – Business & Office
Elements – Career Awareness, Beginning Competency & Skill Awareness

10–A **BIOMEDICAL MATHEMATICS** C0207

This 2 book unit has been designed with the purpose of applying mathematical concepts to the solution of relevant biomedical problems. For example, skills for solving algebraic equations are applied to predicting the length of time that a scuba diver can stay under water. Also, the study of linear functions is used to predict the blood alcohol concentration for given times after drinking. This information is related to, but independent of, *Biomedical Science, C0206,* and *Biomedical Social Science, C0208.*
Publisher: Biomedical Interdisciplinary Curriculum Project, 1975
Cluster – Health
Elements – Career Awareness, Attitudes & Appreciation, Educational Awareness

MATHEMATICS

GRADE

2–5 **CAREERS IN TECHNOLOGY** C0234

This 78 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The unit emphasizes the fact that technology has had a profound effect on the goods and services component of society. Machines contribute speed, efficiency, and ease of production. Technology encompasses all work which uses machines. The concepts demonstrated in this unit are that there are a variety of machines; the need for accuracy and efficiency of measurement in many jobs; and the proper use of tools; the different educational and job preparations needed for different occupations; the different working conditions; and the prospect of change brought about by automation.
Publisher: Ohio State University, Center for Vocational Education, 1974
Clusters – All
Elements – Career Awareness, Educational Awareness

K–4 **BASIC MEASUREMENT AND RELATED CAREERS: LEVEL A** C0214

This 74 page notebook contains a teaching guide, text, duplicable student materials and evaluation guides. The purpose of the unit is to focus on simple measurements of time, weight, money and length. As students participate in activities they learn the similarities of their measurements and those of adults at work. Students learn to tell time, to compare objects of different lengths and weights, and they learn that money is a medium of exchange while they operate a model store.
Publisher: Ohio State University, Center for Vocational Education, 1974
Elements – Career Awareness, Economic Awareness

4–9 **COMPUTER SERIES III: THE BINARY NUMBER SYSTEM** C0419

This kit contains 4 filmstrips, 4 cassettes and teacher's guide. The advent of the computer has emphasized the need for mathematical work in bases other than ten. Students have experienced work in some other bases – for example, base seven (days of the week), or base twelve (hours of the day). Digital computers use a binary number system (base two). This series introduces the binary number system, describing the base used and the properties of binary numbers, which are related to decimal numbers. The basic operations of addition, subtraction, multiplication, and division of binary numbers are described.
Publisher: BFA, 1969
Cluster – Business & Office
Elements – Beginning Competency & Skill Awareness, Career Awareness, Educational Awareness

4 **MATHEMATICS AROUND US – GRADE 4** C0331
5 **MATHEMATICS AROUND US – GRADE 5** C0332
6 **MATHEMATICS AROUND US – GRADE 6** C0333
7 **MATHEMATICS AROUND US – GRADE 7** C0334
8 **MATHEMATICS AROUND US – GRADE 8** C0335

Each of the above units contains a teacher's text, student text, and teacher's edition of the practice and activities workbook. This series of mathematics texts are organized the same way. In each, basic skills are organized around six levels, with exercises and activities which build and maintain those skills. Problems are related to other subject areas such as science, social studies, literature, sports, and careers. The vivid photographs, illustrations and diagrams used depict the real world, and are a major asset of the series. Each level should be ordered separately.
Publisher: Scott, Foresman & Co., 1975
Elements – Beginning Competency & Skill Awareness, Career Awareness

K **MATHEMATICS AROUND US – KINDERGARTEN** C0327

This unit contains teacher's edition and student workbook. The program is based upon activities suggested in the teacher's guide. Then students use the pages in the workbook to demonstrate what they have learned. The activities are related to eleven topics and are grouped into 43 learning sequences. Some topics covered are: spatial relations – locations and directions; classifying – observing and describing; comparing – taller – shorter, larger – smaller, etc.; ordering – by size and by height or length; shapes; patterns; numbers; logic – using all or some, not, and; counting; joining sets – number stories; and symmetry – mirror pictures.
Publisher: Scott Foresman, 1975
Element – Beginning Competency & Skill Awareness

MATHEMATICS

GRADE

1 **MATHEMATICS AROUND US – GRADE 1** **C0328**

This set contains student text, teacher's guide and a practice & activities workbook -- teacher's edition with aids. This mathematics program covers K–8 grades. In this unit skills are broken down into six levels, there is plenty of practice for each skill introduced, and these skills are maintained throughout subsequent lessons. Problems are related to other subject areas such as literature, nutrition and science, so that students realize that mathematical concepts are used in all aspects of life. There is a minimum amount of reading on the student's part, and vivid photographs, pictures and diagrams that give meaning to mathematical ideas are used. The metric system is developed, with no conversions between systems of measurement.
Publisher: Scott, Foresman and Company, 1975
Element – Beginning Competency & Skill Awareness

2 **MATHEMATICS AROUND US – GRADE 2** **C0329**

This unit contains student text, teacher's edition, and a teacher's edition of the practice and activities workbook. In this second grade program, basic skills are organized around six blocks of lessons, each having exercises and activities which build and maintain those skills. Student problems are relevant to other subject areas such as ecology, hobbies, literature and sports. Vivid photographs, illustrations and diagrams that depict the real world are used. There is a built in testing program for each level, with special maintanence and enrichment features that will meet individual's needs. Emphasis is placed on the metric system with measuring and estimating activities which help students "think metric".
Publisher: Scott, Foresman & Co., 1975
Element – Beginning Competency & Skill Awareness

3 **MATHEMATICS AROUND US – GRADE 3** **C0330**

This unit contains teacher's text, student text, and teacher's edition of the practice and activities workbook. Again, basic skills are organized around six levels, each having exercises and activities which build and maintain those skills. Problems are related to other subject areas such as literature, science, sports and transportation. The material is indexed and organized to enable the teacher to plan individualized assignments. To help low achievers, the lesson exercises, the More Practice, and the Keeping Skillful sections of the book should be used, along with the Mini Practice section in the teacher's notes. The Side Trips, Explores, Time Outs, and starred exercises can be assigned to high achievers to do independently. The third grade unit extends the skills, exercises and materials found at previous levels.
Publisher: Scott, Foresman & Co., 1975
Element – Beginning Competency & Skill Awareness

MUSIC

GRADE

9–14 **WHO AM I? WHERE DID I COME FROM? WHERE AM I GOING? THE ETERNAL QUESTIONS** C0157

See complete entry under: *Guidance.*

9–A **HARD CHOICES: STRATEGIES FOR DECISION MAKING, PARTS I & II** C0155

See complete entry under: *Guidance.*

9–13 **COPING WITH LIFE: THE ROLE OF SELF CONTROL** C0149

See complete entry under: *Guidance.*

6–9 **VOCATIONS AND AVOCATIONS IN MUSIC** T0131

Through the use of this 8 page unit, students will become aware of the number of careers and avocational opportunities available in the field of music. The student will also discover how music can be a means of expressing his own personal feelings. An outline of music as well as various activities are provided.
Developed by: Jo Ann Blair
Cluster – Fine Arts & Humanities
Elements – Self Awareness, Career Awareness

6–9 **MUSIC CAREERS IN PUEBLO** T0132

This is a 3 page unit which assists students to determine the various occupations located in the Pueblo area where a basic knowledge of music would be desirable. While this unit is centered around a specific community, it is adaptable. Students themselves are heavily involved in the planning of this unit.
Developed by: Laurel Gallegos
Cluster – Fine Arts & Humanities
Element – Career Awareness

Pre-3 **MY COMMUNITY – SONGS FOR THE FLANNELBOARD** C0089

This kit contains 18 flannelboard figures, 6 song sheets and 1 record. The purpose of the unit is to teach songs that introduce children to places and helpers in the community: the park, the school, various stores, the doctor, the policement and the firemen. The record may be used in the classroom to teach the songs.
Publisher: David C. Cook, Publishers, 1966
Clusters – Marketing & Distribution, Public Serivce, Health
Elements – Self Awareness, Attitudes & Appreciation

K–8 **MUSIC – ELEMENTARY METHODS** T0063

This is a collection of six lesson plans designed to create awareness and interest in the field of music, and the various occupations in it. Activities include discussions of instruments and how they are made; listening experiences; organizing a band; and creating and putting on a minstrel show.
Developed by: ED 596, Al Renzelman, coordinator
Cluster – Fine Arts & Humanities
Elements – Career Awareness, Beginning Skills & Competencies

PHYSICAL EDUCATION

GRADE

9–12 **CAREER POSSIBILITIES DERIVED FROM PHYSICAL EDUCATION** T0206

This 9 page unit investigates career possibilities derived from physical education. This unit suggests supportive materials and community resources.
Developed by: Joe Messaro, Larry Pickering
Cluster – Hospitality & Recreation
Element – Career Awareness

9–12 **GYMNASTICS** T0208

This 7 page unit is designed to aid the student in becoming more aware of his/her physical being through gymnastics. Tumbling, floor exercise, balance beam, uneven parallel bars and vault are routines that are included in the suggested activities. This unit emphasizes coordination, agility, endurance, ability to think and react, posture, physical fitness, knowledge of gymnastics, skill in gymnastics and self-discipline.
Developed by: Coeta S. Lucas
Elements – Self Awareness, Beginning Competency & Skill Awareness

9–12 **SOFTBALL (GIRLS)** T0209

This 6 page unit is designed to strengthen, reinforce and enlarge student potentials in physical education. Through the organization of a softball tournament students are given an opportunity to develop socially sound habits and attitudes of cooperation, competition, participation, leadership, safety and sportsmanship. These qualities may be helpful in directing their choice of careers.
Developed by: Marlene Highberger
Cluster – Hospitality & Recreation
Element – Attitudes & Appreciations

9–12 **VOCATIONAL AND AVOCATIONAL ASPECTS OF WATER SKIING** T0210

This 6 page unit presents the vocational and avocational aspects of the sport of water skiing. Activities include preparing a unit on water safety, learning water skiing fundamentals, becoming aware of other areas of water skiing, learning about job opportunities and becoming familiar with management of a water ski school.
Developed by: Cecilia Sanders
Cluster – Hospitality & Recreation
Elements – Career Awareness, Beginning Competency & Skill Awareness

9–12 **BASIC FIRST-AID** T0207

Included in this 10 page unit are three suggested activities, a pre-test and a list of materials and resources. Students become aware of the importance of the basic first-aid techniques involved in performing correct first-aid assistance. This unit is taught in conjunction with a beginning first-aid book.
Developed by: Pat McGraw
Element – Beginning Competency & Skill Awareness

7–9 **A BASKETBALL SPORTS DAY** T0161

This 10 page unit provides various activities involved in a Junior High Girls Sports Day. The student participants will have the opportunity to: 1) develop individual attitudes and socially accepted habits of cooperation, sportsmanship, participation and leadership and 2) become aware of the avocational opportunities in community activities. Provided in this unit are instructions and job descriptions of six committees that are involved in the preparation and planning of the Sports Day.
Developed by: Connie Mancillas
Cluster – Hospitality & Recreation
Elements – Self Awareness, Career Awareness

6–9 **COLORADO MOUNTAIN RECREATION** T0133

A nine page unit designed to aid the learner in becoming more aware of the wide range of recreational activities that are available in our mountain environment. A student survey is provided to determine the recreation activities on which the unit should concentrate. Suggested activities and six evaluation questions are provided. Community resources listed can be adapted to fit other local areas.
Developed by: Bruce Mohr
Cluster – Hospitality & Recreation
Element – Career Awareness

PHYSICAL EDUCATION

GRADE

6–9 **TENNIS: A SOCIAL SPORT** **T0134**

This 10 page unit is designed to make students aware of a leisure-time activity (tennis) that could become a part of their life cycle, whether it be used as a hobby, a pleasure activity, or as an occupation. Complete information on the game of tennis is provided along with a post-test.
Developed by: D. Kristan, N. Masters, J. Summers
Cluster – Hospitality & Recreation
Element – Self Awareness

Pre–3 **PHYSICAL EDUCATION FOR TOMORROW** **C0223**

This 111 page notebook contains text, teacher's guide, duplicable student materials and evaluation guides. The unit describes ways for teachers to introduce and develop large and small muscle skills and later to relate their use to career information. Career awareness is interwoven in activities in the form of pantomiming certain occupational roles, pretending or role-playing, and games. Involvement in the production of a circus provides practical application of concepts and skills. There is also emphasis on developing physical skills for all life's activities.
Developed by: Ohio State University, Center for Vocational Education, 1974
Element – Self Awareness

9–12 **PHYSICAL EDUCATION – SECONDARY METHODS** **T0057**

This unit consists of 3 lesson plans. One unit explores the field of athletic training as an occupation. The other two units investigate the area of recreation careers, and also make students aware of leisure time activities which can lead to lifetime sports.
Developed by: ED 596, Al Renzelman, coordinator
Cluster – Hospitality & Recreation
Elements – Career Awareness, Beginning Competencies & Skill Awareness

SCIENCE

GRADE

7–12 **CAREER EXPLORATION IN EARTH SCIENCES** C0238

This 147 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. Students study the earth sciences of geology, meteorology, and oceanography, and the occupations related to these sciences. Activities include the study of the origin and composition of rocks; examination of mineral and fossil samples; identification and investigation of some forces that alter the surface of the earth; construction of weather instruments to obtain data for a weather chart; experimenting with sea water and examining some oceanographic instruments.
Developed by: Ohio State University, Center for Vocational Education, 1974
Clusters – Marine Science, Environmental Control, Agri-Business and Natural Resources.
Elements – Career Awareness, Beginning Competency & Skill Awareness, Educational Awareness

8–12 **CAREER EXPLORATION IN THE PHYSICAL SCIENCES** C0239

This 138 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. Students are introduced to the primary physical sciences, chemistry, physics, geology, and metallurgy; to simple measurement tools and students are taught to recognize the criteria used in selecting the appropriate tool for a given measurement. Areas investigated by students are the principles of physics in the fields of mechanics and electricity; chemical reaction as a basis for classification of matter; extractive and physical metallurgy; and the origin and composition of rocks and minerals and the forces altering the earth's surface.
Developed by: Ohio State University, Center for Vocational Education, 1974
Clusters – Environmental Control, Agri-Business and Natural Resources, Health, Marine Science
Elements – Career Awareness, Educational Awareness, Beginning Competency & Skill Awareness

10–A **BIOMEDICAL SCIENCE – RESPIRATION IN HEALTH & MEDICINE** C0206

This 3 volume set has been designed as an interdisciplinary approach to the biomedical sciences involved in respiration. The course is a combination of the basic principles of biology, chemistry and physics, and it is also linked to courses in mathematics and social sciences and their applications in the biomedical occupations. This program contains the lesson plans and appropriate teacher material for a 43 lesson sequence. Associated materials are contained in the student text and in the laboratory manual.
Publisher: The Biomedical Interdisciplinary Curriculum Project, 1975
Cluster – Health
Elements – Beginning Competency & Skill Awareness, Career Awareness, Educational Awareness

7–12 **SCIENCE – SECONDARY METHODS** T0056

In this collection of 8 lesson plans the topics covered include career opportunities in health fields; the importance of good health in any occupation; the various occupations available in geology; research into biology related careers; and activities related to owning and operating a green house.
Developed by: ED 596, Al Renzelman, coordinator
Clusters – Health, Personal Services, Agri-Business and Natural Resources
Element – Career Awareness

6–8 **CAREERS RELATED TO PLANTS** T0151

This eight page unit was designed to accompany a study on plant root, stem, and leaf systems. Suggested activities include guest speakers, audio-visual materials and field trips. Students explore the many and varied careers and occupations related to the science of plants. The unit requires supportive materials that may not be readily available in your area.
Developed by: Mark Vivoda
Clusters – Agri-Business & Natural Resources, Environmental Control
Elements – Career Awareness

10–12 **CHEMISTRY-OIL SHALE, SCIENCE & SOCIETY** T0213

This five page unit familiarizes students with the methods, social and environmental problems, and careers involved with the development of oil shale reserves in Colorado. For completion of activities, this unit suggests supportive material and resources.
Developed by: John Folwell, John Mikulas
Clusters – Manufacturing, Agri-Business & Natural Resources
Elements – Educational Awareness, Career Awareness, Attitudes & Appreciation

SCIENCE

GRADE

6–10 **CAREER EXPLORATION IN THE LIFE SCIENCES** C0237

This 54 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guide. Life science is the study of all living things, and the 3 areas in life sciences are ag.iculture, biology, and medicine. The various occupations (scientists, technicians and engineers) are explored, along with the corresponding educational requirements of each. Ecology is examined by studying the environmental factors affecting animals, plants and humans. Students also study air pollution, its causes, effects, and control. Zoology is investigated by classification schemes. The field of medicine is explored through conducting experiments in growing bacteria.
Developed by: Ohio State University, Center for Vocational Education, 1974
Clusters – Agri-Business & Natural Resources, Marine Science, Environmental Control & Health
Elements – Career Awareness, Educational Awareness

2–5 **CAREERS IN TECHNOLOGY** C0234

See complete entry under: *Mathematics.*

5–9 **PEOPLE WHO WORK IN SCIENCE** C0387

See complete entry under: *Multi-Cluster.*

7–9 **CEMENT, FROM QUARRY TO FINISHED PRODUCT** T0143

See complete entry under: *Social Studies.*

K **RULES WE LIVE BY** C0031

See complete entry under: *Guidance.*

6–9 **ENVIRONMENTAL MATH SERIES** C0167

See complete entry under: *Mathematics.*

5–9 **PLANS FOR LIVING: YOUR GUIDE TO HEALTH AND SAFETY** C0136

See complete entry under: *Home Economics.*

10–A **BIOMEDICAL SOCIAL SCIENCE – HEALTH AND SOCIETY** C0208

See complete entry under: *Social Science.*

9–12 **MINERAL FUELS** T0214

This 4 page unit provides students with an understanding of the formation, production and use of mineral fuels. Students discover that natural resources are limited and exhaustible. Students also become aware of the necessary processing of mineral fuels. This unit suggests films and resources.
Developed by: Thomas Sanders
Clusters – Agri-Business & Natural Resources, Environmental Control
Element – Career Awareness

5–12 **PLANETARIUM** T0216

This 5 page unit introduces the field of astronomy. Planetariums are used to increase awareness and stimulate understanding. This careerpac is designed to provide some basis for vocational and avocational pursuits. Students gain knowledge of the ways ancient cultures have contributed to and affected modern culture. Students learn the sky has been the basis of many religions and superstitions. This unit requires supportive material that may not be available in your area.
Developed by: Chuck Percival
Elements – Career Awareness, Attitudes & Appreciations

6–8 **THE GEOLOGICAL SCIENCES** T0138

This 12 page unit contains nine student activities. Students develop a critical or analytical attitude leading to the possibility of developing an interesting hobby or exploring a career in the geological sciences. This unit suggests the use of supportive materials and resources.
Developed by: J. Padilla, P. Koenig
Cluster – Agri-Business & Natural Resources
Element – Career Awareness

SCIENCE

GRADE

7 **SCIENTIFIC FILING** **T0048**

A 24 page unit that directly relates scientific classification to a type of filing. Regular scientific procedures such as specimen observations are incorporated into a unit linked to career avenues in science. This unit suggests the use of supportive materials and resources.
Developed by: Albert Mamo
Elements – Beginning Competency & Skill Awareness, Career Awareness

3–4 **RAINDROPS KEEP FALLING** **T0247**

The objective of this 14 page unit is to aid students in understanding that the amount of water in the air is important to weather changes, and the manner in which a weatherman is able to predict weather. Included are sections on the water cycle, types of clouds, a crossword puzzle, a pre-quiz, and a post test. The unit is evaluated by a brief quiz.
Developed by: Marilou Bower
Cluster – Agri-Business & Natural Resources
Element – Career Awareness

3–5 **ROCK HOUNDS** **T0245**

This 20 page unit introduces the primary student to geology. From beginning interest in collecting rocks from different places students become aware of this career field. The unit includes both a pre- and a post test in addition to suggested activities. The required materials can be found in most science classes. Suggested activities demonstrate the principles of how rocks are formed.
Developed by: Alta Fahrenbruck
Cluster – Agri-Business & Natural Resources
Element – Career Awareness

7–12 **THE MENTAL/SOCIAL ME** **C0326**

This program includes 6 filmstrips, 6 cassettes, 24 activity sheets, 16 idea cards, and 1 teacher's guide. The purpose of this program is to provide a base of awareness and to arouse attention in learning about attitudes, values, needs, and goals along with actions and interactions within the social environment. Provides an opportunity to help students develop an awareness of their inner mental selves. The special qualities of human existence – thought, reason and emotion are explored. Filmstrips titles are: *Awareness, A People Problem?, Between Two Worlds, Reflections, Riches Beyond Measure,* and *Understanding.*
Publisher: Nystrom, 1975
Element – Self Awareness

5–8 **HOW WE GROW** **C0430**

See complete entry under: *Guidance.*

5–8 **WHAT IS A HANDICAP?** **C0428**

See complete entry under: *Guidance.*

11–A **PHYSICS FOR CAREER EDUCATION** **C0369**

This 398 page student text has been written as a preparation for students considering a vocational-technical career. It is designed to emphasize physical concepts as applied to the industrial-technical fields and to use these applications to improve the physics and mathematics competence of the students. This text is written at a language level and at a mathematics level that is cognizant of and beneficial to most students in vo-tech programs which do not require a high level of mathematics rigor and sophistication. The manner in which the mathematics topics are integrated into the text displays the need for mathematics in technology. A large number of examples are included. The text is divided into four major areas: mechanics; matter and heat; electricity and magnetism; and light.
Publisher: Prentice-Hall, 1974
Element – Beg. Competency & Skill Awareness

NOTES

SOCIAL STUDIES

GRADE

8–12 **THE USABLE LAW PROGRAM** C0429

This program includes 6 filmstrips, 6 cassettes, 6 study books, and 6 teacher's guides. This series is designed to prepare learners to effectively use the law and avoid legal problems through an understanding of their basic legal rights and responsibilities. Each of the six filmstrips presents an area of the law essential to responsible citizenship and makes clear the legal realities which are critical to daily living. It describes that the United States was founded on the principle of government by law and that each person in our society is held accountable for violations of the law.
Publisher: BFA, 1976
Elements – Decision Making, Self Awareness

2–5 **OUR LIVING CITY** C0426

This 2-part series includes 8 filmstrips, 4 cassettes, and 1 teacher's guide. This set explores the large city, its sights and sounds, and the many events that keep it functioning. Each filmstrip focuses on a different aspect of the many-sided metropolis. Throughout, the city is seen as an exciting, stimulating place in which to live – provoking children to see their own city with a fresh vision and providing a better understanding of cities in general, their complexity, and their interaction with farms, suburbs and other cities.
Publisher: BFA, 1970
Elements – Economic Awareness, Decision Making, Self Awareness

5–9 **MAN AND ENVIRONMENT: CRAFTS AND RESOURCES** C0436

This program includes 8 filmstrips, 8 cassettes, and 1 teacher's guide. This series explores a unique aspect of comparative geography – the effect of physical environment on the development of regional crafts. Throughout the world man has basic needs, such as food, clothing, and shelter, but specific environments require special tools and utensils. It describes the traditional craftsman that produces what his society needs by combining his skill with the resources of his environment. Unit titles are: *Wooden Trunks; Plant Fiber Bags; Reed Mats; Woolen Blankets; Stone Grinding Tablets; Cane Baskets; Reused-Tin Braziers;* and *Decorative Crafts.*
Publisher: BFA, 1967
Cluster – Fine Arts & Humanities
Elements – Career Awareness, Economic Awareness

9–A **SOCIAL DIRECTIONS, LIVING IN THE FUTURE: NOW** C0439

This program has 4 filmstrips, 4 cassettes, and teachers guide, and continues the explorations of values and changes begun in *Individual Choices C0432. Communications and Mass Media* discusses the fact that there are unprecedented opportunities to increase knowledge through the communications media. This also creates the fear that mass communications encourage people to become more and more alike. *Power and Institutions* explores the fact that the size and complexity of modern civilization create a need for bureaucracy to handle many of its needs and functions. This makes it very tempting and easy to allow a bureaucratic elite to make all the decisions in the name of efficiency. *Science & Technology* defines technology as the application of scientific principles to the solution of practical problems. People are becoming more skeptical about its side effects, such as crowded cities, separation of people from nature, and destruction of the environment, to name a few. *Economics* explores the different economic theories, and suggests that other issues will be important in the future – national and international interdependence, the relationship between personal values and the economic system, and welfare.
Publisher: BFA, 1975
Elements – Economic Awareness, Decision Making, Attitudes & Appreciations

4–12 **RIGHTS AND RESPONSIBILITIES** C0440

This program consists of 10 filmstrips, corresponding cassette narration and teacher's guide, and deals with those rights in the Constitution concerning equality. The spread of equality is traced from religious equality to sexual equality, labor, voting and racial equality. Unit titles are: *Birthright: Equality; Birthright: Freedom; Birthright: Justice; Equality: One Man, One Vote; Equality: Fair Housing; Freedom: Wall of Separation; Freedom: Protest and Civil Disobedience; Justice: Right to Privacy; Justice: Right to Silence;* and *Rights in Conflict.*
Publisher: BFA, 1969
Elements – Attitudes & Appreciations, Self Awareness, Economic Awareness, Decision Making

6–9 **ECONOMICS OF THE CITY, MAN AND THE CITY SERIES** C0425

This program consists of 6 filmstrips, 6 cassettes and teacher's guide. These units examine the relationships found in all cities – such as between producers and consumers, goods and services. Real life situations are used to demonstrate these relationships, and real people are interviewed for their contributions to society. The relationship between economic factors and such things as transportation, population size, change, mass production, and decision making are emphasized as they relate to people. Unit titles are: *The Life Cycle of a City; The Economics of Change: Westwood Village; A City Needs Goods; A City Needs Services; Specialization and Mass Production; Cities Are Run By People.*
Publisher: BFA, 1972
Elements – Economic Awareness, Decision Making

SOCIAL STUDIES

GRADE

4–6 **WORKING IN U.S. COMMUNITIES, GROUP I** **C0051**

These two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts are the first part of a two part series designed to introduce simple concepts of economics. In "visits" to communities, students see how history and geography influence the kind of businesses that developed in a particular area, how a majority of residents make their living, and how the work and products of the community contribute to the economy of the whole country. Group I concentrates in depth on needs and activities in "single industry" communities. Titles are: *Old Southbridge and Mystic Seaport: Historic Communities*, and *Douglas, Wyoming, Ranch Community*. There are two more units in Group I, and four in Group II, which focus on urban communities and their economic community.
Publisher: Singer/Society for Visual Education, 1970
Clusters – Multi-Cluster
Elements – Career Awareness, Economic Awareness, Attitudes & Appreciations

1–4 **ROBERT AND HIS FAMILY** **C0037**

This kit contains two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts. These are part of a larger set whose purpose is to help students visualize the role of the family in the community; to help students better understand their responsibilities to other members of their families and members of the community. It also helps students visualize the many elements which make up a neighborhood; the nature of the community; and the goods, services, and recreational facilities a community provides. Titles are: *Robert's Family at Home*, and *Robert's Family and Their Neighbors.*
Publisher: Singer/SVE
Elements – Self Awareness, Attitudes & Appreciations

4–9 **THE YOUNG AMERICAN SERIES** **C0138**

This set of 5 booklets and teacher's guide develops the meaning of responsible citizenship. *In Your Family* gives the student a basic frame of reference in the home. *In Your Community* describes the functions of the local community and the citizen's role in it, community services, types of community workers, and local laws and government. *In Your State* discusses the structure of the state government and the state constitution. It outlines state services, the purpose of taxes, and the role of the citizen in elections. *In Your Country* presents the functions and branches of the United States government. *Know Your Rights* provides a brief Bill of Rights. The reading levels of the books range from Grade 2.7 to 3.1 (Spache).
Publisher: Fearon Publishers
Elements: Self Awareness, Career Awareness, Attitudes & Appreciations

1–6 **LIVING AS NEIGHBORS AND OUR GROWING CITY** **C0171**

The unit includes 6 filmstrips, 6 cassettes, and 1 teacher's guide. The first 3 strips introduce the people and the variety of resources in a neighborhood within the city. The central characters, who are all multi-ethnic, examine signs, transportation, and communication to learn about their neighborhood. The next 2 strips develop further the concepts of the needs of people in a city, the many services and materials required daily, and people's dependence upon one another. The final strip traces the evolution of settlements from prehistoric times to the present.
Publisher: BFA
Clusters – All
Elements – Educational Awareness, Career Awareness, Economic Awareness, Attitudes & Appreciations

K–3 **CAREER DEVELOPMENT FOR PRIMARY GRADES** **C0125**

The unit includes 4 filmstrips with corresponding cassette narration, Special Education Supplement, and teacher's guide. It is designed to help children to develop positive attitudes about themselves and the world of work. The program seeks to develop in the children an awareness that their education helps to prepare them for a career. It emphasizes the importance of interpersonal relationships and further develops these skills. The titles are: *People Make a School Go; Teamwork in a Toy Factory; Working for an Airline;* and *Look Out World, Here I Come.*
Publisher: EMC Corporation
Clusters – Manufacturing, Transportation, Public Service
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

3–6 **YOU AND MASS PRODUCTION** **C0048**

This kit of two filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts is part of a larger series designed to show a progression of concepts, from how mass production came about after the American Revolution, to how it works. The unit *From One-by-One to Lots and Lots* traces the history of mass production. The unit *The Paper Bag* illustrates what is meant by mass production, the manufacturing of large quantities of interchangeable, or uniform, parts.
Publisher: Singer/SVE
Element – Economic Awareness

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SOCIAL STUDIES

GRADE

10–A **BIOMEDICAL SOCIAL SCIENCE – HEALTH AND SOCIETY** **C0208**

This 2 book unit has been designed to meet two major criteria, first to allow students to explore social and psychological dimensions of health, disease, and health care delivery. The second is to provide a thorough grounding in social science, and this is accomplished with a biomedical perspective. This unit has been designed to be used with two other units, but each is independent of the others. The unit enables students to approach a health care problem from many perspectives, including the economic, the political, social, cultural, psychological, ethical and ecological perspectives. The two related units are *Biomedical Science (C0206)*, and *Biomedical Mathematics (C0207)*.
Publisher: The Biomedical Interdisciplinary Curriculum Project, 1975
Cluster – Health
Elements – Career Awareness, Self Awareness, Attitudes & Appreciations

3–9 **DAM CONSTRUCTION** **T0285**

This 10 page unit aids students to discover and understand the importance of water conservation, city planning, and the mechanics of building a dam. In the planning and construction of this model dam, the children become aware of the work force of local and nonlocal persons. By becoming aware of the work involved the student will be able to contribute to better living in his/her future community. The activities provide group sharing and working toward a common goal with higher levels of material and resources. This unit would be excellent in junior high classes.
Developed by: Joanna Green, Becky Mowry
Clusters – Construction, Agri-Business & Natural Resources, Environmental Control
Elements – Career Awareness

10–12 **URBAN GROWTH TRENDS** **T0230**

This 8 page unit is designed to provide high school students with opportunities to examine and interpret trends in urbanization in post Civil War U.S. history. These opportunities provide avenues which students may pursue toward gaining increased insight into the worth of urban planning in American society. This unit contains an appendix of resource materials valuable for this unit.
Developed by: William Cummings, Charles DePietro, Peter Klos, John Lenhart
Clusters – Environmental Control, Public Service
Element – Attitudes & Appreciations

10–12 **AMERICAN HISTORY** **T0232**

See complete entry under: *Guidance.*

9–12 **WESTERN HISTORY** **T0229**

The purpose of this 6 page unit is to develop an understanding of our western tradition, cultures, and life styles. The structure of western study will be based upon exposure to the following areas: economics, safety, humanities and government.
Developed by: Joe Bonequista, Bob Murphy
Element – Attitudes & Appreciations

10–12 **SOUTHWEST** **T0228**

In this 4 page unit students become aware of the effect of conservation in the Southwest and of the major water sources that both hinder and help the area. Students obtain an understanding of the total cultural, social and economic impact of the Southwest upon society. Specific materials and resources are referred to, but these can be adapted to each local area.
Developed by: Art Benfield, Kathy Thomson
Clusters – Agri-Business & Natural Resources, Environmental Control
Elements – Economic Awareness, Career Awareness

K–3 **CAREER PAC ON COMMUNICATIONS** **T0252**

This 27 page unit develops student recognition of the personal and social significance of work, and the concept that every occupation contributes to society. Students develop an awareness of the way an individual expresses oneself through the field of communications. Students learn about primitive communication and demonstrate communication through drawings. Suggested materials and resources that are listed may be unavailable in your area. This unit suggests nine student activities which introduce the students to forms of communication such as the postal system, newspapers, radio, TV, and the telephone.
Developed by: Beverly Corder, Betty Schmidt, Sheila Hackworth
Clusters – Communications & Media, Public Service
Elements – Self Awareness, Career Awareness

SOCIAL STUDIES

GRADE

K–4 **MAKING THE MOST OF YOUR FIELD TRIP** **C0072**

This kit of 1 filmstrip, cassette and teacher's guide/reading script serves as an introduction to the series on field trips and as preparation for your own field trips. An elementary school group goes on a field trip to a wholesale fish market; the program models pretrip activities, and useful field trip skills – observing, listening, and interviewing. These communication skills broaden a child's awareness of new surroundings and help them focus on important specifics.
Publisher: Guidance Associates, 1975
Cluster – Marine Science
Elements – Career Awareness, Attitudes & Appreciations

10–12 **POVERTY** **T0225**

In this 10 page unit students discover the meaning of poverty, from financial limitations to the emotional impact on the individuals involved. The student will discover the cost of continuing poverty to society. This unit emphasizes the attitudes and values for others who have financial and social problems. Six activities accompany this unit with specific resource materials required. Along with a pre- and post test, "Star Power" (a game in which a low mobility three-tiered society is built) is included.
Developed by: Betty Grant
Clusters – Communications & Media, Consumer & Homemaking
Elements – Self Awareness, Economic Awareness, Attitudes & Appreciation

9–12 **CONGRESS** **T0222**

This 3 page unit was designed to accompany texts in American History. Through participation in a mock senate meeting, students develop important concepts of intelligent voting and gain a respect for the difficulties involved with lawmaking. Along with the meeting, students learn about constitutional law, functions of the senate and operational procedures of the senate. Participation in group activities is emphasized.
Developed by: Clyde Pearson
Cluster – Public Service
Element – Attitudes & Appreciation

K–4 **HERITAGE** **T0251**

By actively participating in role-playing games suggested in this 8 page unit, the students become aware of the social and economic interdependence existing within the family unit and society. Also, special emphasis is placed on ones heritage, and how it has affected both the family unit and society. Attitudes, decision making and sharing of responsibilities are stressed. The community resources are specific but can be adapted to your area. This unit was developed for use by a bilingual or bicultural program.
Developed by: Consuelo Chavez
Clusters – Business & Office, Marketing & Distribution, Consumer & Homemaking
Elements – Self Awareness, Career Awareness, Attitudes & Appreciation

8 **STUDENT HANDBOOK IN CAREER EDUCATION** **T0046**

This 14 page unit was designed to be used in correlation with American History classes. It points out economic and social conditions which affect careers, and it initiates discussion on automation (inventions etc.) The handbook also introduces students to attitudes which affect job success. This unit requires supportive materials which may not be readily available in your area.
Developed by: Jannice Rippetoe Cromwell
Elements – Career Awareness, Attitudes & Appreciation

7–12 **PHOTOGRAPHY: SMILE YOU'RE ON CANDID CAMERA** **T0122**

This 10 page unit creates student awareness of the influence photography has in communicating ideas to his world via printed matter, TV, and movies. Field trips as well as guest speakers are listed activities. The unit requires local resources such as a photographer, television studio and newspaper office. A bibliography is included.
Developed by: Frances Myers
Cluster – Communication & Media
Element – Career Awareness

7–9 **LABOR UNIONS** **T0146**

This 7 page unit includes activities and supplemental reference material. The unit enables students to develop an awareness of some of the less publicized, but essential aspects of obtaining employment. It specifically deals with labor unions.
Developed by: J. Admaich, S. Bryson, R. Giordano, S. Miller, J. Yarnell, and C. Murray
Element – Career Awareness

SOCIAL STUDIES

GRADE

3–7 **MARKET ECONOMY** C0174

The unit includes 6 filmstrips with corresponding cassette narration and one teacher's guide. This series deals with the relationships between producers and consumers and between environment and products in a market economy. Each filmstrip explores the life of a different individual and the degree of his dependence on the market. By examining in a parallel fashion such factors as family life, transportation, cultural and environmental conditions, students are able to compare the various elements of the market economy – an economic system prevalent in developing countries throughout the world. The titles are: *Introduction, Subsistence Farmer, Craftsman, Specialized Farmer & Specialized Vendor, Traveling Vendor,* and *Store Owner.*
Publisher: BFA
Clusters – Business & Office, Marketing & Distribution, Manufacturing, Agri-Business & Natural Resources
Elements – Career Awareness, Economic Awareness

K–6 **CAN YOU IMAGINE?** C0014

This program of four filmstrips, two cassettes and a six page teacher's guide is aimed at broadening a child's life experience by exposing him to four exciting and different activities; mountain climbing, sailing, gliding, and scuba diving. Children are limited only by their imaginations, and these filmstrips are designed to stimulate those imaginations by presenting such themes as setting realistic goals, accepting personal challenges and making personal choices. Titles of the filmstrips are: *How Tall Is Your Mountain?, How Wide Is Your Ocean?, How High Is Your Sky?,* and *How Deep Is Your Sea?.*
Publisher: Learning Tree Filmstrips, 1975
Elements – Self Awareness, Decision Making, Attitudes & Appreciations

2–6 **YOU'RE THE ONLY YOU** C0015

This set of 4 filmstrips, corresponding cassette narration, and 4 page teacher's guide is the first part of a series, The Expanding Environment, designed to open a child's eyes to the universe around him, and to the fact that he is a very special part of the universe. Although your home, neighborhood, and street are like millions of others, they are unique and special because they belong to you – and there is only one you. Titles are: *Earth and Universe; Throughout The Wide World; Your Country, City, Neighborhood and Family;* and *The One and Only You.*
Publisher: Learning Tree Filmstrips, 1974
Elements – Self Awareness, Attitudes & Appreciations

2–4 **FIRST THINGS: WHO DO YOU THINK YOU ARE?** C0067

This kit of 3 filmstrips, 1 cassette and teacher's guide/reading script has been designed to promote an increase in a child's feelings of self-worth; empathy for other people; ability to describe an individual in terms that go beyond a one- or two-attribute labeling of a person; to discriminate between a person's facts and figures, actions and feelings; and to independently explore their own and other individuals' distinctive characteristics.
Publisher: Guidance Associates, 1970
Elements – Self Awarenss, Attitudes & Appreciations

3–6 **FREEDOM: WHAT IT'S ALL ABOUT** C0038

This kit of 2 filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a larger series which enables students to conceptualize freedom in the social sense – why we have rules and laws, who makes them, who carries them out, and how individuals in a democratic society participate in this process. The series also develops the idea of organized units of society, each with certain necessary rules and laws – the family; the school; town, city, state and federal governments. Titles in this kit are: *Freedom and You;* and *Freedom and Others.* Other titles not in this kit, but available, are: *Freedom and Government;* and *Freedom and Responsibility.*
Publisher: Family Films, 1974
Elements – Self Awareness, Attitudes & Appreciations

1–6 **CHILDREN OF THE INNER CITY** C0036

This set of 2 filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a set of six units which try to provide a sense of identity for minority group students, and a basis for understanding and respect in others. It also tries to provide a positive attitude toward the many different cultures which contribute to the American Society; and to encourage students' self-esteem and pride in their own individual cultural, ethnic and racial backgrounds. Titles are: *Gail Ann, Kentucky Mountain Girl;* and *Jose, Puerto Rican Boy.* There are also units available on children from Mexican American, American Indian, Black American and Japanese American backgrounds.
Publisher: Singer/Society for Visual Education, 1970
Elements – Self Awareness, Attitudes & Appreciations

SOCIAL STUDIES

GRADE

6–9 **PUEBLO TOURISM: A GRAND TOUR OF PUEBLO** **T0147**

This 7 page unit contains activities designed to interest students to serve as junior guides at an historical or natural attraction within their area. A few of the activities require community resources and take the student out of the school into the world of work. This unit would require adaptation to local conditions and resources.
Developed by: Diana Hargraves
Clusters – Hospitality & Recreation
Elements – Career Awareness, Economic Awareness

K–6 **SOCIAL STUDIES – ELEMENTARY METHODS** **T0052**

In this collection of 10 lesson plans, the career education concepts of self-awareness and career awareness, and the importance of all work are emphasized. Each unit has stated objectives, suggested activities, materials needed, and an evaluation of how the unit was received in the classroom.
Developed by: ED 596, Al Renzelman, coordinator
Elements – All

6–12 **SOCIAL STUDIES – SECONDARY METHODS** **T0060**

This collection of 11 lesson plans has been developed for, and used in social studies classes. Each lesson plan lists its objectives, activities, and materials used. The instructor also comments on how the unit was implemented in the classroom, and how it was received by the students.
Developed by: ED 596, Al Renzelman, coordinator
Clusters – All
Elements – All

2–4 **EXPLORING THE WORLD OF WORK** **C0231**

This 70 page unit includes text, teacher's guide, duplicable student materials, and evaluation guides. A wide variety of occupations in the service and goods producing areas are explored. The unit focuses upon the distinction between goods and services, the concepts of occupational area and specialization, job preparation, personal needs and life styles and their relation to work, the function of work in meeting community needs, volunteer workers in a community, and finally, the influence of geographic area upon occupations.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Attitudes & Appreciation, Economic Awareness, Career Awareness

8–12 **WORK/WORKING/WORKER** **C0386**

This program includes 3 filmstrips, 3 cassettes, and 1 teacher's guide. This three-part series presents an overview of historical and contemporary developments in people's attitudes towards work. Part 1: "The Business of Staying Alive" traces the historical, social and cultural determinants that have given work its various and changing meaning from prehistoric times to postindustrial American society. Part 2: "What Do You Want To Be When You Grow Up?" investigates how American children are transformed from children who play into adults who work. Part 3: "Workers Talk About Work," is a series of interviews with eight contemporary Americans, that explore divergent attitudes that people have about work.
Publisher: Guidance Associates, 1976
Elements – Attitudes & Appreciations, Career Awareness, Self Awareness

8–12 **UNEMPLOYMENT** **C0391**

This program includes 1 cassette, 1 filmstrip and 1 teacher's guide. This program is designed to help students to: define what is meant by unemployment, understand some of the causes of unemployment, examine the role of government in lowering the unemployment rate, explain the concept of full employment and the argument for and against its realization. The program features interviews with unemployed men and women and with representatives of government and industry.
Publisher: Guidance Associates, 1975
Elements – Attitudes & Appreciations, Economic Awareness

8–12 **WOMEN AT WORK: CHOICE AND CHALLENGE** **C0392**

This program includes 2 filmstrips, 2 cassettes and a discussion guide. The two-part program explores the changing roles of women in the labor force and the challenges these changes have generated. It also considers the alternative lifestyles available to women as a result of these changes and challenges. Education, child care, household management and leisure time are just some of the areas of life that have been influenced by these changes. The program examines these and others from both historical and personal perspectives.
Publisher: Guidance Associates, 1975
Elements – Attitudes & Appreciations, Economic Awareness, Career Awareness

SOCIAL STUDIES

GRADE

K–6 **WILLIAM, ANDY AND RAMON AND FIVE FRIENDS AT SCHOOL** **C0442**

This program contains 6 filmstrips, 6 cassettes, and teacher's guide. The three boys in the title represent different racial and national origins, and this program demonstrates the type of friendship that they share. Each child has a different point of view, yet they all have positive attitudes – they are proud of their parents, their school and their backgrounds. Unit titles are¾ *Our Families; We Live Here; We all Work; Our School; We Learn on a Trip; Finding Our Way*. Although this audiovisual program was designed to use with a social studies text of the same name by Holt, Rinehart, and Winston, Publishers, it is not necessary to have the text in order to use the program effectively.
Publisher: BFA, 1967
Elements – Attitudes & Appreciations, Self Awareness

K–3 **PRIMARY ECONOMICS** **C0441**

This kit contains 4 filmstrips with corresponding cassette narration and a teacher's guide. Drawing upon everyday situations, the basic concepts fundamental to the understanding of economics are introduced. *Daniel's Birthday: Choosing Goods & Services* shows four-year old Daniel learning the difference between goods, like a football, and services, such as mother serving cake and ice cream. *Michael's Moon Store: Producing Goods and Services* has Daniel visiting his friend who has decided to go into business. Michael explains that he will be the producer of the goods and that Daniel and his friend will be the consumers. Daniel looses his pet duck, and this is the basis for the unit *A Collar for Patrick: Buying Goods and Services.* Once the duck is found, Daniel goes to a pet store to get it a collar. There he learns that collars are goods which cost money. Daniel must learn where money comes from in order to earn some to buy a collar with. When his mother takes a job in the neighborhood bank, *Adam Builds A Bank: Saving for Goods & Services* is a result. Adams cardboard bank is now open to neighborhood children, and Adam has his own ideas about what children will want to deposit.
Publisher: BFA, 1970
Elements – Economic Awareness, Attitudes & Appreciations

6–A **LOOKING AT THE FUTURE: SYSTEMS THINKING** **C0420**

This program contains 4 filmstrips, 4 cassettes and teacher's guide. It is designed to introduce students to the concept of systems thinking: the ability to look at the whole picture rather than at one specific problem within the picture. *Systems Thinking* is suggested as a method for overcoming problems as opposed to *Tunnel Vision*, the focusing in on one aspect of a problem. This series applies the systems thinking method of problem solving to dealing with social change, and to an understanding of the interdependence of man-made systems all over the world. Unit titles are: *Tunnel Vision: A Great Invention; What is a System?; What Kind of Change? Revolution or Evolution?; Interdependence.*
Publisher: BFA, 1975
Elements – Decision Making, Economic Awareness

4–9 **CITY PROBLEMS AND ALTERNATIVES, MAN AND THE CITY, SERIES II** **C0433**

This kit contains 6 filmstrips, 6 cassettes and teacher's guide. This series examines the city as a living thing. The interdependence of people, business, industry, and government make and keep cities livable, and people have control over these factors. *Transportation In the City* examines the need for an inexpensive public transportation system that meets the needs of the people. *The Inner City: Isolation & Unemployment* examines the life styles of inner city dwellers and the problems that are prevalent there. *Pollution: The City's Air* discusses the sources of air pollution and suggests that new ways of control may mean drastic changes in methods of transportation and industrial production. *Pollution: Water & Garbage* shows the need for new solutions to waste control that do not use up the finite resources of water and land. *Planning Our Cities* explores the role of city planner – that one must make sure that a city's housing, transportation, industry, schools and recreational facilities serve its people in the most efficient way possible . . . *A New City* is Valencia, California, which has been carefully designed to eliminate all the problems that were discussed in the first five filmstrips.
Publisher: BFA, 1972
Elements – Attitudes & Appreciations, Economic Awareness

9–11 **PEOPLE AND THE CITY** **C0339**

This unit contains 4 student texts and 1 teacher's guide. This program was developed for low achievers, and the reading level is in the sixth grade range. It is designed to teach students fundamental knowledge that everyone, regardless of vocation, needs in order to "make it" in the city. As consumers they need to be aware of sales traps and how to avoid them; as job seekers, they need to know some of the characteristics of the job market and how to "play the game" in order to get the jobs that they want. The booklets contain readings from books, magazines and newspapers in which a variety of people relate their personal experiences in city life. Unit titles are: *Who Needs School?; Needs and Services; Getting Jobs;* and *Crime and Safety.*
Publisher: Scott, Foresman & Co., 1974
Elements – Educational Awareness, Employability Skills, Attitudes & Appreciations

SOCIAL STUDIES

GRADE

7–12 **LIFESTYLES AND ROLES** **C0325**

This program includes 5 filmstrips, 5 cassettes, 10 student activities (a total of 13 copymasters), 8 student readers, and 1 teacher's guide. The program objectives are designed to: increase recognition of the problems faced by people throughout history; compare and contrast the changing roles of individuals and families; develop an appreciation for the contributions and importance of the common person; and instill a sense of American cultural identity.
Filmstrip titles are: *Frontier Family; Spare Time; Emancipated Woman; Pictures from the Twenties;* and *Advertisements for Myself.*
Publisher: Mystrom, 1975
Elements – Decision Making, Self Awareness

K–3 **WORKERS SERIES** **C0284**

See complete entry under: *Multi-Cluster.*

7–10 **UNDERSTANDING SELF** **C0227**

See complete entry under: *Guidance.*

7–10 **YOUR PERSONALITY, YOUR HEALTH, YOUR JOB** **C0228**

See complete entry under: *Guidance.*

6–8 **BEEF, FROM FEEDLOT TO TABLE** **T0144**

See complete entry under: *Language Arts.*

K–3 **MYSELF AND OTHERS AT HOME AND SCHOOL** **C0225**

See complete entry under: *Language Arts.*

Pre–2 **JUST ME** **C0224**

See complete entry under: *Language Arts.*

9–12 **SELF APPRAISAL FOR DECISION MAKING AND CAREER PLANNING** **C0229**

See complete entry under: *Language Arts.*

6–9 **COMMUNICATION AND YOU** **C0226**

See complete entry under: *Language Arts.*

9–12 **CITY GOVERNMENT** **T0221**

See complete entry under: *Language Arts.*

2–5 **CAREERS IN TECHNOLOGY** **C0234**

See complete entry under: *Mathematics.*

Pre–1 **HAPPY HANDS** **T0246**

This 4 page unit enables children to become more aware of their environment outside the home and school and develops a positive social attitude toward peers and adults by teaching students to take turns and work in a group. In the play dough activity students develop eye-hand coordination and small muscle control. Materials required can be found in most kitchens. The planned trip to the supermarket is a real learning experience for the students.
Developed by: Edna Dudrick
Elements – Attitudes & Appreciations, Self Awareness

7–9 **CEMENT, FROM QUARRY TO FINISHED PRODUCT** **T0143**

Suggested activities are provided in this 12 page unit. The purpose of this career pac is to introduce and familiarize the student with the various careers available at the Ideal Cement Company. It points out the use of math, science and social studies as they relate to various activities pertinent to this company. Many commercial materials are suggested but are not included with the activities.
Developed by: R. Carochi, L. Johnson, D. Tomar
Cluster – Construction
Element – Career Awareness

SOCIAL STUDIES

GRADE

9–12 **ECONOMICS, A COMMUNITY RESOURCEPAC** T0224

This 12 page unit consists of two parts. The academic section requires supportive material that will need advance scheduling; the practical section consists of a simulation applying economic principles. Students experience what it's like to have a career and to help build society. Students see how our integrated society works by being involved in a miniature society. Students themselves set standards of success and research their chosen career in relation to life roles. This unit was designed for students taking basic economics.
Developed by: Robert E. Campbell
Elements – Economic Awareness, Attitudes & Appreciations

10–12 **PUEBLO CITY GOVERNMENT** T0227

This 9 page unit explores careers available in city government by researching the structure, purpose, operation and results. Students interview a specific employee in government and report orally to their classmates. The unit's activities include guest speakers and preliminary discussion topics concerning city government. It refers specifically to Pueblo city government but can be easily adapted to any city government.
Developed by: Pam Holder
Clusters – Communications & Media, Public Service
Elements – Career Awareness, Attitudes & Appreciations

10–12 **ELECTING OUR LEADERS** T0231

In this 8 page unit students experience an election as a participant in a simulation activity. Students observe the functions of the electoral system. The following topics are considered: the two party system, political parties in action, the right to vote, and nominating and electing our leaders. New career possibilities surface as the student learns more concerning our government. Suggested films are listed.
Developed by: Robert E. Campbell
Cluster – Public Service
Elements – Career Awareness, Attitudes & Appreciations

7–12 **VALUES AND ATTITUDES** C0324

This program includes 5 filmstrips, 5 cassettes, 8 student readers, 11 student activities (a total of 12 copymasters) and 1 teacher's guide. The program objectives are designed to: provide a broad sociocultural history of America; trace the evolution of religious and secular values; develop the ability to see relationship between people and even and increase recognition of the problems faced by people throughout history. Filmstrip titles are: *Freedom and Morality; The Work Ethic; Prejudice; Rules of the Game;* and *Two Generations.*
Publisher: Nystrom, 1975
Elements – Decision Making, Self Awareness

K-2 **LIVING WITH YOUR FAMILY** C0039

This kit of 2 filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts is part of a larger series designed to promote in small children basic understandings about family life, and the idea that happiness in the home is the responsibility of each individual. The unit *What is a Family?* illustrates that families differ in size, in composition, and in the ages of the members and that family members provide care and concern for each other. The unit *The Family Has A New Baby* emphasizes the need for preparation for a new baby, that there is a need for mutual support in the family, and to highlight the fact that babies need love and care to grow and develop properly.
Publisher: Singer/SVE
Elements – Self Awareness, Attitudes & Appreciations

K-3 **CDCP LEVEL 1: DISCOVERING SELF IN WORK AND PLAY** C0202

The unit includes 3 filmstrips with corresponding cassettes, 1 flipbook, 10 story study prints, and 1 teacher's guide. The purpose of this program is to help children expand their awareness of who they are and what they do. It also helps children begin to acquire a view of themselves in terms of their own activities and those of others. They are introduced first to the fact that they share characteristics which make them unique. Children become aware that people have daily activities, some of which almost everyone does, and some which are peculiar to each individual. They also become aware of the individuality inherent in how individuals feel about their daily activities.
Publisher: McKnight Publishing Co.
Elements – Self Awareness, Attitudes & Appreciations

1–4 **THE FAMILY** C0431

See complete entry under: *Guidance.*

SOCIAL STUDIES

GRADE

3–6 **OUR UNITED STATES** **C0177**

This unit of 2 captioned filmstrips presents the ideals our forefathers fought for and set forth in the Declaration of Independence and the Constitution. The series emphasizes both the rights and responsibilities of young citizens and illustrates the many freedoms that we take for granted today. The titles are: *Freedom, Part I,* and *Freedom, Part II.*
Publisher: BFA

4–7 **UNDERSTANDING CITIZENSHIP** **C0176**

This unit of 3 captioned filmstrips describes that the Bill of Rights and the Pledge of Allegiance are bases on which to build an understanding of how citizenship functions. These strips show what the documents provided for us, and how they protect us. They stress the need to preserve our heritage of both individual and collective freedoms. The titles are: *The Bill of Rights, Good Citizenship,* and *The Pledge of Allegiance to the Flag.*
Publisher: BFA

1–4 **HARBOR COMMUNITY** **C0175**

The unit includes 4 captioned filmstrips and 1 teacher's guide. It describes a harbor as more than just ships and cargo. It describes the tugboats that haul heavy barges, the fireboat that pumps thousands of gallons of seawater through its water guns, and the harbor pilot guiding ships and crews through the proper channels. The titles are: *What Is A Harbor?, Hardworking Tug, Fireboat,* and *Harbor Pilot.*
Publisher: BFA
Clusters – Transportation, Public Service
Element – Career Awareness

2–9 **ELEMENTARY ECONOMICS: CHOICES AND VALUES** **C0173**

The unit includes 6 filmstrips, with corresponding cassette narration, and 1 teacher's guide. This series invites students to think about the wide range of choices available to us; choices ranging from deciding what to buy for dinner, to choosing what taxes to vote for, to planning how we would like to change our city. The titles are: *Budgeting: How Does A Family Plan Its Spending?; Jobs and Income: Which Job Will You Choose?; Shopping For What You Need: What's For Dinner, Tyrone?; Taxes: What Are They For?; Our Environment: How Shall We Use Our Resources?; Choices and Values: Planning a City?*
Publisher: BFA
Elements – Career Awareness, Economic Awareness, Decision Making, Attitudes & Appreciations

4–9 **BASIC CONCEPTS IN ECONOMICS** **C0179**

This set of 6 filmstrips, 6 cassettes and teacher's guide helps the student understand basic concepts of economics. The units help define the roles of consumers and producers, identify factors of production, recognize the values and the disadvantages of specialization, describe ways in which we are interdependent, and relate economic factors such as banking and advertising to their own lives. Unit titles are: *Producers and Consumers: Why Do People Work; Factors of Production: What Do We Need To Get Work Done; Specialization: How Do We Organize To Get Things Done; Economic Interdependence: Can We Live By Ourselves; Saving and Lending: What Do Banks Do With Our Money; Our Market Economy: Who Tells People What to Make.*
Publisher: BFA
Cluster – Consumer & Homemaking
Elements – Self Awareness, Career Awareness, Economic Awareness

K–6 **VALUES SERIES** **C0188**

This series of 8 units of 8 posters each presents a variety of problems common to younger children – problems of honesty, courage, self-concept, and relations with others. Questions are provided for the teacher to guide discussions. Titles are: *My Home; My Friends; People I Don't Know; My Community; My Neighborhood; My School; My Class; My Family.*
Publisher: BFA
Elements – Self Awareness, Decision Making, Attitudes & Appreciations

7–9 **TECHNOLOGY AND CHANGE** **C0323**

This program includes 5 filmstrips, 5 cassettes, 8 student readers, 9 student activities (a total of 14 copymasters), and 1 teacher's guide. The program objectives are designed to: provide a broad sociocultural history of America; instill a sense of American cultural identity; examine the effects of technology and change on ordinary people; help students understand the casual relationships that make people not only products of their past, but also creators of their future; and develop the relationships between people and events. Filmstrip titles are: *Super Grow; Machines of Plenty; Interchangeable Parts; Workingmen's Blues;* and *Cities.*
Publisher: Nystrom, 1975
Elements – Decision Making, Self Awareness

SOCIAL STUDIES

GRADE

9–11 **MENTAL ILLNESS** T0211

This 5 page unit assists students in gaining a better understanding of mental illness and introduces them to the facilities and treatment for patients at Colorado State Hospital. The unit creates an awareness of the variety of professional and nonprofessional careers associated with a mental hospital. This unit was designed for students enrolled in high school psychology. Throughout the unit, reference is made to the Colorado State Hospital. It includes a list of visits and guest speakers. This unit can be adapted to other studies related to mental illness.
Developed by: Juanita Satterlee
Cluster – Health
Elements – Career Awareness, Attitudes & Appreciation

6–8 **COLORADO RAILROADING** T0145

By exploring the various aspects of railroading in southern Colorado, this 10 page unit stimulates a student's interest in possible careers in railroading. It emphasizes history, modern operation, future development and impact of railroading on the nation and southern Colorado. There are 4 activities including a short written report and mathematical story problems. Supportive material required may be unavailable in your area.
Developed by: M. Gregorich, J. Bergles, G. Hoeglund, W. Bregar, and W. Appugeise
Cluster – Transportation
Element – Career Awareness

10–12 **AMERICAN HISTORY** T0232

In this eleven page unit, students learn to relate at least 10 interesting jobs to a specific period in American History. Students then trace these jobs through different economic structures and determine historically the good and poor times, for the occupation in which they are interested. Many of the materials and resources referred to in this unit may not be accessible to you.
Developed by: John Merriam
Elements – Career Awareness, Economic Awareness

K–5 **THE DAIRY** T0249

This five page unit is designed to explore the dairy and to develop an awareness that milk products are one of the four basic food needs. Students work on the concept of measurement. Most activities are centered around a field trip to a dairy.
Developed by: M. Wallace, M. Mattingly, M. Lane, D. Hauser
Clusters – Agri-Business and Natural Resources, Marketing & Distribution
Elements – Career Awareness, Attitudes & Appreciations

1–3 **SELF AND FAMILY** T0271

This eight page unit creates student awareness of their community and their families' life roles at school, at home, on the job, and in the community. Through a questionnaire, this objective becomes realized. Activities revolve around discussions and booklets the students prepare, as attitudes and new knowledge of the family are compiled. Suggested materials.
Developed by: Wanda Moore and Sue Wood
Elements – Self Awareness, Career Awareness

1–2 **FAMILY UNIT** T0269

In this seven page unit, the primary student becomes aware that family members must work together in meeting their basic needs. The student gains knowledge on how important it is that he become a responsible member of the family who can be relied upon to do his share of the family tasks because others are dependent upon him. The student becomes aware of his own attitudes and the attitude of his family and learns to appreciate the family unit. Specific materials are correlated to the suggested activities.
Developed by: Leona Butler
Cluster – Consumer & Homemaking
Elements – Self Awareness, Attitudes & Appreciations

9–12 **INDIVIDUAL CHOICES, LIVING IN THE FUTURE: NOW** C0432

This program includes 4 filmstrips, 4 cassettes, and 1 teacher's guide. This program is designed to help students clarify their values on such topics of contemporary interest as life styles, the family, work, leisure, liberty, and individualism. The filmstrips encourage students to examine their own values, to consider the values of others, to weigh the consequences of their choice and to confirm or redefine their own values. The program shows the opinions of students themselves as well as those of experts in their respective fields. Filmstrip titles are: *Our Changing Values; Lifestyles In and Out of the Family; Work and Leisure;* and *Liberty and Individualism.*
Publisher: BFA, 1974
Elements – Decision Making, Self Awareness

SOCIAL STUDIES

GRADE		
10–A	THE PURSUIT OF HAPPINESS: MAN'S SEARCH FOR THE GOOD LIFE See complete entry under: *Guidance.*	C0158
2–4	DUSO 2: DEVELOPING UNDERSTANDING OF SELF AND OTHERS See complete entry under: *Guidance.*	C0164
7–12	DECISION MAKING: DEALING WITH CRISES See complete entry under: *Guidance.*	C0154
K–2	DUSO I: DEVELOPING UNDERSTANDING OF SELF AND OTHERS See complete entry under: *Guidance.*	C0163
8–14	CLARIFYING YOUR VALUES: GUIDELINES FOR LIVING See complete entry under: *Guidance.*	C0150
6–9	POPULARITY PROBLEMS OF YOUNG TEENS See complete entry under: *Guidance.*	C0052
9–A	COMMUNICATION SKILLS: LEARNING TO LISTEN & EXPRESS YOURSELF See complete entry under: *Language Arts.*	C0153
9–14	COPING WITH LIFE: FRUSTRATION AND DISAPPOINTMENT See complete entry under: *Guidance.*	C0151
5–7	FOUNDATIONS FOR OCCUPATIONAL PLANNING See complete entry under: *Guidance.*	C0040
K–3	TALES OF WINNIE THE WITCH See complete entry under: *Guidance.*	C0034
K–3	GETTING TO KNOW ME See complete entry under: *Guidance.*	C0033
6–12	HOW TO LIVE WITH YOUR PARENTS AND SURVIVE See complete entry under: *Guidance.*	C0161
9–14	COPING WITH LIFE: THE ROLE OF SELF CONTROL See complete entry under: *Guidance.*	C0149
2–5	CAREERS IN TECHNOLOGY See complete entry under: *Mathematics.*	C0234
K–3	JOBS AND PEOPLE See complete entry under: *Multi-Cluster.*	C0401
K–3	JOBS AT HOME AND SCHOOL See complete entry under: *Multi-Cluster.*	C0399
K–3	JOBS AND THE COMMUNITY See complete entry under: *Multi-Cluster.*	C0400
K–3	JOBS AND THINGS See complete entry under: *Multi-Cluster.*	C0398

SOCIAL STUDIES

GRADE		
3–8	**SCHOOL** See complete entry under: *Language Arts.*	T0129
10–12	**LITERATURE OF THE SOUTHWEST** See complete entry under: *Language Arts.*	T0193
5–12	**PLANETARIUM** See complete entry under: *Science.*	T0216
3–5	**NEWSPAPERMEN** See complete entry under: *Language Arts.*	T0280
K–2	**I WANT TO BE?** See complete entry under: *Language Arts.*	T0258
K–2	**LEARNING ABOUT OTHERS** See complete entry under: *Guidance.*	C0397
4–9	**COMPUTER SERIES I: AN INTRODUCTION TO COMPUTERS** See complete entry under: *Mathematics.*	C0180
9–12	**CAREER DIRECTIONS: CHOOSING THE KIND OF JOB YOU WANT** See complete entry under: *Guidance.*	C0145
1–3	**EL MUNDO DEL TRABAJO, CAREER DEVELOPMENT FOR PRIMARY GRADES** See complete entry under: *Foreign Language.*	C0126
4–12	**GOING PLACES WITH YOUR PERSONALITY** See complete entry under: *Guidance.*	C0133
4–9	**CAREER AWARENESS PROGRAM** See complete entry under: *Guidance.*	C0029
7–A	**EXPLORING CHILDHOOD** See complete entry under: *Home Economics.*	C0026
5–9	**PLANS FOR LIVING: YOUR GUIDE TO HEALTH AND SAFETY** See complete entry under: *Home Economics.*	C0136
8–14	**COPING WITH LIFE: THE SOURCES OF ANXIETY** See complete entry under: *Guidance.*	C0162
5–6	**TAD – TOWARD AFFECTIVE DEVELOPMENT** See complete entry under: *Guidance.*	C0140
9–A	**HARD CHOICES: STRATEGIES FOR DECISION MAKING** See complete entry under: *Guidance.*	C0155
7–A	**HUMAN RELATIONSHIPS: WHY THEY SUCCEED OR FAIL** See complete entry under: *Guidance.*	C0160

NOTES

CONSUMER EDUCATION

GRADE

9–A **BANKING AND BANKING SERVICES** C0022

This kit of 2 filmstrips, corresponding cassette or record narration, teacher's guide, 10 linemasters, reading and resources list, and review exercises is designed to prepare students for a lifetime of decisions on buying banking services. Either they have money and must figure out what to do with it, or they don't have money and need to acquire some. Unit titles and subjects covered are: *The $1,000 Question* – how to go about choosing a bank; *Checks and Balances* – how to open and maintain a checking account; *It All Adds Up* – 4 major factors that determine effective annual yield on savings accounts; *Money – With A Capital "M"* – how financial institutions differ in the kinds and costs of loans they give; *A Man-to-Man Talk* – a summary of the many services offered by financial institutions.
Publisher: Changing Times
Clusters – Business & Office, Consumer & Homemaking
Elements – Self Awareness, Economic Awareness, Decision Making

9–A **SO YOU WANT WHEELS** C0023

This kit of 2 filmstrips, corresponding cassette or record narration, teacher's guide, 8 linemasters, reading and resource list, and review exercises was developed to help students develop basic decision-making and value-clarifying skills and to help prepare wise automobile owners. Unit titles and subjects covered are: *Buying Your First Car* – deciding between new and used, discovering how to make an informed choice, using a checklist; *Shopping For A Car Loan* – finding out how much it costs to buy now and pay later, learning how and when to shop for a loan; *Finding Out About Insurance* – illustrates the fact that the car costs don't end with the purchase price; *Judy's Tires Fail the Test* – choices involved in buying tires, particularly the price/quality relationship; *When Your Car Needs Fixing* – knowing how to select reliable repairs and service can prevent unnecessary cost.
Publisher: Changing Times
Elements – Economic Awareness, Decision Making

9–A **MONEY MANAGEMENT** C0004

This multi-media kit gives students basic information, then has students use it in activities such as role-playing, educational games, solving problems, and making decisions about everyday money management matters. Materials included are: cartoons, wall charts, transparencies, forms, quotations, and resource lists. Unit titles are: *Earning; Spending; Borrowing; Saving;* and *Budgeting.* Some topics covered are job hunting, including tips on interviews and how to prepare resumes, facts and forms, including a typical job application form, 1040 income tax form, and a social security card application form.
Publisher: Changing Times
Elements – Self Awareness, Economic Awareness, Career Awareness, Decision Making, Employability Skills, Attitudes & Appreciations

9–A **SAVINGS AND INVESTMENT** C0007

This multi-media kit is designed to stimulate student interest in savings and investing. Through the various learning resources and suggested activities students should gain knowledge of basic terms, concepts and principles. Unit titles are: *Making Your Money Grow; Savings: Fixed Yield Investments;* and *Your Financial Program: Goals and Guidelines.* Materials included are transparencies, linemasters, a bulletin board project, a simulation, a soundsheet, reading and resource lists, 4 books of case studies, and teacher's guide.
Publisher: Changing Times
Elements – Self Awareness, Economic Awareness, Decision Making, Attitudes & Appreciations

9–A **THE MARKETPLACE** C0008

This multi-media kit gives students information, then involves them in roleplaying, educational games, field work, interviews, and real-life decision making using this information. Materials included are cartoons, transparencies, wall charts, bulletinboard displays, recorded dialogs, games, etc. The three unit titles are: *How to Use Advertising, Avoiding Gyps and Frauds,* and *Safeguards for Shoppers.* Information is given on how to spot and avoid gyps and frauds, how to read ads, and how to read guarantees, warranties, tags and labels.
Publisher: Changing Times
Elements – Self Awareness, Economic Awareness, Decision Making

9–A **HOUSING: PLANNING TO MEET YOUR SHELTER NEEDS** C0003

This multi-media kit includes a simulation game, a bulletin board display, 4 booklets, 11 linemasters, color transparencies, review exercises, a record, listening guide, and teacher's guide. It is designed to acquaint students with the wide variety of housing available – from mobile homes to high-rises, furnished apartments to custom-built homes. It familiarizes consumers with the legal and financial aspects of buying and renting. It also helps identify the hidden as well as obvious costs of maintaining a home. Some topics covered are guidelines on preparing to move, getting insurance, remodeling, home maintenance, the rights and responsibilities of homeowners and tenants, and channels of appeal for homeowners and tenants. Unit titles are: *Getting a Roof Over Your Head; Renting; Buying; Settling Down.*
Publisher: Changing Times
Elements – Economic Awareness, Decision Making

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CONSUMER EDUCATION

GRADE

9–A **CONSUMER LAW** C0006

This multi-media kit is designed to inform students of their legal rights and responsibilities as shoppers and consumers. It also acquaints them with the channels for redress of grievances. Unit titles and some topics covered are: *The Right To Be Informed* – illustrates false advertising, truth-in-lending, credit reporting, warranties, label practices, etc. *The Right To Safety* – examines common threats to safety, 6 major laws on product safety, and lists the major federal agencies with consumer protection responsibility. *The Right To Choose* – describes problems related to natural monopoly, fair trade laws, unordered merchandise, and tariffs. *The Right To Be Heard* – illustrates where and how to complain. Materials included are: 5 booklets, linemasters, a disc recording, color transparencies, reading and resource lists, and review exercises.
Publisher: Changing Times, 1971
Elements – Economic Awareness, Decision Making

9–A **LET'S GO SHOPPING** C0024

This kit contains 2 filmstrips, corresponding cassette or record narration, teacher's guide, 12 linemasters, reading and resource guide, and review exercises. Unit titles and some topics covered are: *Comparison Shopping* – at discount stores, specialty shops, department stores, catalog showrooms, and by mail order; *Hunting Bargains* – there's more to a bargain than a low price; *The Supermarket Maze* – know-how is essential for wisely selecting from the enticing and confusing shelves of the supermarket; *Evaluating Services* – more than price and quality must be considered in making a purchase; *Settling A Grievance* – there are a lot of ways to get a consumer complaint settled, but each one requires consumer initiative.
Publisher: Changing Times
Elements – Economic Awareness, Decision Making

9–A **TYPCIAL GYPS AND FRAUDS** C0019

This kit of 2 filmstrips, corresponding cassette or record narration, teacher's guide, and 12 linemasters helps students develop a healthy skepticism toward the market place. Unit titles are: *How Can We Go Wrong?* – how to recognize home improvement frauds; *Earn and Learn* – deceptive recruiting practices of proprietary and vocational schools; *Just Our Luck!* – avoiding bait and switch sales tactics, detecting deceptive advertising; *A Matter of Trust* – evaluating mail-order offers; *Castles in the Air* – deceptive money-making schemes, pyramid and referral sales swindle.
Publisher: Changing Times
Elements – Self Awareness, Economic Awareness, Decision Making

9–A **SO YOU WANT TO USE CREDIT** C0025

This kit of 2 filmstrips, corresponding cassette or record narration, teacher's guide, 6 linemasters, reading and resource list, and review exercises was designed to teach students to use credit wisely, providing insights and perspectives into the use, responsibilities and risks of credit. Unit titles and subjects covered are: *Apply for Credit* – an individuals first credit application; *Choosing a Credit Plan* – varying costs and types of credit, *Too Much of a Good Thing* – a case of overextended credit use; *If You Lose Your Credit Card* – rights and responsibilities involved in credit card loss; *Who's Responsible?* – explains the holder-in-due-course doctrine; *A Look at "Easy" Credit* – what it really means.
Publisher: Changing Times
Elements – Economic Awareness, Decision Making

9–A **JUSTICE IN THE MARKETPLACE** C0020

This kit contains 2 filmstrips, corresponding cassette or record narrations, teacher's guide, 10 linemasters, and reading and resources list. It impresses upon students that they have a right to be heard when they have been wronged in the marketplace. Unit titles are: *Dealing Directly with the Supplier* – for repair of a faulty automobile; *Third Party Pressure or Arbitration* – for replacement of defective washing machine part; *Government Consumer Protection Agencies* – for support in fighting false advertisement for vocational education; *Small Claims Court* – to seek damages for violation of the truth-in-lending law; *Legal Assistnace* – for recovering financial losses incurred as a result of injury from a shattered coffee pot.
Publisher: Changing Times
Elements – Economic Awareness, Decision Making

K-4 **ECONOMIC AND CAREER AWARENESS: LEVEL A** C0218

This notebook contains text, teaching guide, duplicable student materials, and evaluation guides. The unit helps students develop an understanding of the family as an economic unit, to acquire elementary classification skills, to appreciate the priorities that families must place on satisfying basic economic needs, and to recognize the varying needs from family to family. Students learn to read price tags, count money, and make change.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Economic Awareness

CONSUMER EDUCATION

GRADE

9–12 **PERSONAL FINANCE** **T0200**

This 13 page unit was developed to aid students in their personal money management. Students learn to complete savings account application forms, deposit slips and withdrawal slips, and to balance a checkbook. They complete checking account applications and deposit slips, learn to write and endorse checks; they learn to compute service charges, and will be able to illustrate mathematically the reconciliation of a bank statement with the checkbook. Sample forms are provided for each of the activities.
Developed by: Jo Ann Pounds
Elements – Economic Awareness, Beginning Competency & Skill Awareness

9–A **PLANNING FOR YOUR OWN APARTMENT** **C0134**

See complete entry under: *Home Economics.*

9–A **BUYING HEALTH CARE** **C0021**

See complete entry under: *Home Economics.*

10–12 **FILING FEDERAL INCOME TAXES** **T0204**

See complete entry under: *Mathematics.*

7–12 **CONSUMER AT LARGE** **C0287**

The unit includes 6 filmstrips, 3 records and 1 filmstrip guide. The series discusses the basic, everyday financial facts of life. The main character is Charlie, an affable cartoon figure who represents the desire in all of us to do a better job of handling our money. Charlie faces real problems, and has occasional weak moments when the rules just do not seem to work for him. Topics covered are: budgeting; shopping; major purchasing; locating services; credit buying and savings.
Publisher: Coronet Instructional Media, 1972
Elements – Decision Making, Economic Awareness

1–5 **ECONOMIC AND CAREER AWARENESS, LEVEL C** **C0220**

This notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The program builds student familiarity with basic economic terms and concepts: consumer, producer, needs, wants, goods, services, short- and long-range economic planning, fixed and variable expenses, seasonal expenses, budgets, etc. Also introduced are the services offered by banks, and the uses of various money substitutes.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Economic Awareness, Career Awareness, Decision Making, Beginning Competency & Skill Awareness, Educational Awareness

K–5 **ECONOMIC AND CAREER AWARENESS, LEVEL B** **C0219**

This notebook contains text, teaching guide, duplicable student materials, and evaluation guides. The program helps students understand the family as an economic unit and money as a medium of exchange that facilitates trade; to identify ways of earning, saving and spending money; to recognize the roles of banking and bank workers in society; to appreciate the priorities that families must place on satisfying basic needs; and to discover ways families can minimize expenses.
Developed by: The Ohio State University, Center for Vocational Education, 1974
Elements – Economic Awareness, Decision Making, Career Awareness

9–12 EMH **CONSUMER EDUCATION SERIES** **C0276**

This series contains 5 filmstrips, corresponding cassette narration, and teacher's guide. Designed for high school EMH students, the unit is high interest with low but relevant vocabulary. Students are acquainted with the methods and techniques of wise shopping, and they are shown what one must know to receive full value from a paycheck. Unit titles are: *Understanding Tags and Labels, How to Judge Shopping Values, Shopping Tips, Bargain Hunting,* and *How to Read Ads.*
Publisher: Interpretive Education, 1973
Elements – Economic Awareness, Beginning Competency and Skill Awareness

CONSUMER EDUCATION

GRADE

9–A **INSURANCE** C0005

This multi-media kit is designed to help students understand all types of insurance, and to help them define their goals and expectations involving insurance. Unit titles and some topics covered are: *Insurance: What It's All About* – Examines basic insurance concepts and provides important statistical data; *Life Insurance* – case studies illustrate consumer issues in life insurance, describes various life insurance plans, their costs and benefits; *Health Insurance* – explains its purpose, and how to plan a health insurance program; *Property and Liability Insurance* – auto and home insurance. Materials included are: 4 booklets, a game, a bulletin board display, color transparencies, linemasters, reading and resource lists, and review exercises.
Publisher: Changing Times
Elements – Economic Awareness, Decision Making

9–12 **SELECTING AND BUYING YOUR HOME** T0170

This 12 page unit provides the student with practical information needed in the selection and purchase of a home and introduces the student to the people and professions involved in real estate transactions. Along with five student activities, house buying terms, contract language and two tests are provided. At the completion of this unit the student completes a simulated house-buying contract.
Developed by: Dorothy Strader
Element – Economic Awareness

9–12 **BANK'N & BUDGET'N** T0198

Basic goals of this 4 page guide are: to provide students insight as to the many expenses encountered in a family situation; to teach students to budget their money; to provide the students a basic understanding of the differences of various types of loan establishments; and to provide the students the basic skills necessary to use a checking account. These goals are accomplished by means of 17 learning activities.
Developed by: Mike Scott
Elements – Self Awareness, Economic Awareness

9–12 **SELECTING, PURCHASING, AND MAINTAINING AN AUTOMOBILE** T0244

This 21 page unit introduces students to the methods involved in selecting, purchasing and maintaining an automobile. Various career roles are also introduced as they pertain to the process of the purchase of an automobile, such as auto sales, bank loan personnel, insurance salesmen, and maintenance men. This packet was created for alternative education classes. It does refer to specific local resources which can be adapted to your area.
Developed by: D. Gonzales, M. Williamson, C. Williamson, R. Melena, P. Wood
Clusters – Transportation, Consumer & Homemaking
Elements – Career Awareness, Economic Awareness

7–A **MONEY MANAGEMENT** C0435

This program includes 6 filmstrips, 6 cassettes, and 1 teacher's guide. This series introduces students to the basic information he or she should know if they borrow money or buy goods on credit. The first three filmstrips are concerned with retail credit buying. The various types of charge accounts are explained and the student is taught to treat the privileges of his/her charge card and its services with care. The last three filmstrips discuss the three major types of lending agencies, and the advantage of each are analyzed. The student also learns to compute the true cost of borrowing money and the responsibilities incurred.
Publisher: BFA, 1968
Elements – Economic Awareness

7–A **CONSUMER CREDIT AND MONEY MANAGEMENT** C0422

This kit contains 6 filmstrips, 6 cassettes, teacher's guide, 1 poster – "The Family Money Manager," 1 book of readings, and 25 duplicable student handouts. This program is designed to teach students important ideas about credit and to apply these ideas to sound personal money management. Topics covered are: Computing the cost in dollars of contracts using add-on interest and revolving charge accounts using simple interest; the cost, advantages and disadvantages of using credit; shopping for lowest interest rates; and identifying the use of annual percentage rate (APR). Unit titles are: *Two Sides of Borrowing; Credit: The Retail Store; Credit: The Bank; Credit: The Finance Company; Credit Cards;* and *Your Personal Spending Plan.*
Publisher: BFA, 1974
Element – Economic Awareness

10–12 **FILING FEDERAL INCOME TAXES** T0204

See complete entry under: *Mathematics*

GUIDANCE

GRADE

K–2 **DUSO 1: DEVELOPING UNDERSTANDING OF SELF AND OTHERS** C0163

The kit includes 1 teacher's manual, 2 story books, 5 cassettes, 33 posters, 33 puppet activities, 8 puppets, 11 puppet props, 33 role-playing activity cards, and group discussion cards. The activities of this program have been designed to achieve three basic goals; learning that feelings, goals, values, and behavior are dynamically related; learning to talk more freely about feelings, goals, values and behavior. The DUSO activities make extensive use of a listening, inquiry, experiential, and discussion approach to learning.
Publisher: American Guidance Service, 1970
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciation

9–A **COMMUNICATION SKILLS: LEARNING TO LISTEN AND EXPRESS YOURSELF** C0153

See complete entry under: *Language Arts.*

6–A **TAKING RESPONSIBILITY** C0438

This program of 4 filmstrips, 4 cassettes and teacher's guide has been designed to assist students in examining some aspects of identity, including creativity, careers and life styles, male and female roles, and family. *Being Who You Are* interviews three creative people – a potter, a naturalist, and an artist. In *Making Your Life* a student, an insurance salesman and woman living on the land describe their life styles and how they choose the values and/or social expectations that they live by. *Beyond Roles* explores the traditional expectations of men and women as three people are interviewed, a woman mechanic; a wife, mother and homemaker; and a man who is both father and mother to his children. *A Family* discusses the models and expectations that children are exposed to as members of a family setting.
Publisher: BFA, 1975
Elements – Attitudes & Appreciations, Decision Making, Self Awareness

5–8 **HOW WE GROW** C0430

This program includes 4 filmstrips, 4 cassettes, 40 activity cards, and 1 teacher's guide. The program is designed to prepare pre-adolescent and early adolescent students for the changes they soon will, or have already begun to experience. Knowing about the processes of physical, mental, emotional, and social growth will help students develop positive attitudes toward their own growth pattern, and to those of others. It shows that maturation is a time of transition, as bodies, capabilities, emotions, self-awareness, and social relationships all change and develop.
Publisher: BFA, 1975
Elements – Self Awareness

1–4 **THE FAMILY** C0431

This program includes 6 filmstrips, 3 cassettes, and 1 teacher's guide. This series is designed to inform students about families with different economic, ethnic, and cultural backgrounds. It shows that families differ in many ways, but the basic function of the family remains the same. The series squarely faces the problems of adoption, divorce, separation and death; yet avoids any implication that "broken homes" are necessarily inferior. Filmstrip titles are: *Family Members and Their Roles; Each Family is Different; Meeting Physical Needs; Meeting Emotional Needs; From Childhood to Old Age;* and *Families From Other Cultures.*
Publisher: BFA, 1971
Element – Self Awareness

5–8 **WHAT IS A HANDICAP?** C0428

This program includes 4 filmstrips, 4 cassettes, 24 reproducible masters, and 1 teacher's guide. The purpose of this series is to show students the similarities between themselves and children who are handicapped. In this series students are given the opportunity to know four young people who are handicapped: Mark cannot walk; Rosa has difficulty hearing; Cindy cries easily; and Tony learns slowly. The filmstrips show these characters in everyday situations. The filmstrips are open-ended. They close with questions that draw viewers into the situation, encouraging them to see the similarities between all people and to establish friendships with the handicapped.
Publisher: BFA, 1975
Elements – Decision Making, Self Awareness, Attitudes & Appreciations

3–6 **VALUES: MAKING CHOICES** C0427

This program includes 4 filmstrips, 4 cassettes, and a teacher's guide. This series presents four conflict situations common to children as their social world begins to expand. The stories are open-ended, and the conflicts are not resolved. This provides the opportunity to explore all sides of the issues; have pupils see many alternatives; and ultimately to individually decide in each case, their values. The filmstrips explore the following issues: jealousy and loyalty; trust and privacy; winning vs. losing; and individual idea vs. group conformity.
Publisher: BFA, 1975
Elements – Decision Making, Self Awareness

GUIDANCE

GRADE

3 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION - GRADE 3 T0020**

This 161 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are included: Environmental Control; Health; Hospitality and Recreation; Marine Science; Personal Services; and Transportation. Some of the activity ideas included do suggest the use of commercial materials.
Developed by: Harrison School District No. 2
Clusters – Transportation, Marine Science, Environmental Control, Public Service, Health, Hospitality & Recreation, Personal Services
Elements – Self Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

4 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION - GRADE 4 T0021**

This 158 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self-awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are studied: Communications and Media; Fine Arts and Humanities; Manufacturing; Marketing and Distribution; Business and Office; Consumer/Homemaking Education; Construction; and Agri-Business and Natural Resources. Some of the activity ideas included do suggest the use of commercial materials.
Developed by: Harrison School District No. 2
Clusters – Communications & Media, Fine Arts & Humanities, Manufacturing, Marketing & Distribution, Business & Office, Consumer & Homemaking, Construction, and Agri-Business and Natural Resources
Elements – Self Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

5 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION - GRADE 5 T0022**

This 172 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are included: Environmental Control; Health; Hospitality and Recreation; Marine Science; Personal Services; and Transportation. Some of the activity ideas included do suggest the use of commercial materials.
Developed by: Harrison School District No.2
Clusters – Transportation, Marine Science, Environmental Control, Public Service, Health, Hospitality & Recreation, Personal Services
Elements – Self Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

6 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION - GRADE 6 T0023**

This 164 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are studied: Communications and Media; Fine Arts and Humanities; Manufacturing; Marketing and Distribution; Business and Office; Consumer/Homemaking Education; Construction; and Agri-Business and Natural Resources. Some of the activity ideas included do suggest the use of commercial materials.
Developed by: Harrison School District No.2
Clusters – Communications & Media, Fine Arts & Humanities, Manufacturing, Marketing & Distribution, Business & Office, Consumer & Homemaking, Construction, and Agri-Business and Natural Resources
Elements – Self Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

9–A **COMMUNICATION SKILLS: LEARNING TO LISTEN AND EXPRESS YOURSELF C0153**

See complete entry under: *Language Arts.*

GUIDANCE

GRADE

Pre–2 **CAREER AWARENESS: A PRIMARY INTRODUCTION TO CAREER EDUCATION** C0035

This kit consists of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts. The unit *I Have a Body* provides a basis for the development of self-concept in relation to the use of physical skills. *I Have a Brain* describes functions of the brain. Students will recognize that the thinking process is used to solve problems and make choices; that the brain translates sound into meanings and visual images into meaningful symbols; and become aware of familiar adults and how they use the thinking process in the things they do. Not in this kit, but available, are: *The Work People Do; I Can Do Things;* and *I Can Make Choices.*
Publisher: Singer/Society for Visual Education, 1974
Elements – Self Awareness, Career Awareness, Attitudes & Appreciation

K–3 **FIRST THINGS: YOU GOT MAD, ARE YOU GLAD?** C0062

This program of 2 filmstrips, corresponding cassette narration, and teacher's guide/reading script promotes an increase in children's feelings of self-worth; awareness of different ways that people express hostility toward one another; freedom to talk about feelings resulting from hostility; the ability to see hostile interaction from another person's point of view; and powers to recognize different ways to reduce hostility between people.
Publisher: Guidance Associates, 1970
Elements – Self Awareness, Attitudes & Appreciation

10–12 **POPULARITY PROBLEMS OF OLDER TEENS** C0050

These two filmstrips, corresponding cassette narration and two teacher's guides/reading scripts are part of a series of recorded panel discussions by teenagers from a variety of backgrounds. These students discuss their opinions on many problems. The units can be used as the focus point for class discussions. Titles are: *Accepting Yourself,* and *Learning to Relate to Others.* Not included in this set, but available, are: *Learning to Relate to Groups,* and *Handling the Pressures to Be Popular.*
Publisher: Family Films, 1970
Elements – Self Awareness, Attitudes & Appreciation

K–3 **TALES OF WINNIE THE WITCH** C0034

This set of two filmstrips, two cassettes, and two teacher's guides/reading scripts is part of a larger kit whose objective is to present stories which will lead students to a meaningful discussion of moral values and desirable and undesirable behavior; to examine human follies and foibles without rancor or condemnation, and to help students make value judgements. *Lucifer and Bully Balderdash* deals with how to handle a bully and with the golden rule. *The Lake Murkwood Monster* discusses lying and the need to investigate both sides of a story before making a decision.
Publisher: Singer/Society for Visual Education, 1975
Elements – Self Awareness, Decision Making, Attitudes & Appreciation

K–3 **GETTING TO KNOW ME** C0033

This program of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a series that encourages and fosters a child's individuality within the framework of acceptable social interaction, based on mutual respect and trust. The unit *People Are Like Rainbows* develops the concept that we are all alike in some ways, and different in other ways, and differences are as acceptable as likenesses. The unit *A Boat Named George* demonstrates that to be able to work cooperatively with others, one must appreciate one's own worth and the worth of others. Other titles not in the kit, but available, are: *Listen! Jimmy;* and *Strike Three! You're In!.*
Publisher: Singer/SVE, 1969
Elements – Self Awareness, Attitudes & Appreciation

8–12 **PROBLEMS IN HUMAN RELATIONS: RESOLVING PERSONAL CONFLICTS** C0148

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes and 1 teacher's guide/script. It is designed to help students analyze and deal with interpersonal conflicts with parents and peers. Shows that conflicts are a natural part of growth and that understanding the causes of conflicts helps solve them.
Publisher: The Center for Humanities, 1975
Elements – Self Awareness, Decision Making, Attitudes & Appreciation

9–14 **HOW WE BECOME OURSELVES: THE SHAPING OF PERSONALITY, PARTS I & II** C0159

This set of 160 slides, 2 cassettes, 2 records and teacher's guide explores the twin forces of heredity and environment, describing the myriad influences that shape the human personality from infancy to maturity. Students see that the "real me" is not simply the product of unconscious wishes, of reason or even of the voice of conscience, but rather all three forces working together. The program also discusses personality problems and the psychotherapeutic techniques used to overcome them. Relevant works of literature and art are used to illustrate concepts.
Publisher: The Center For Humanities, 1974
Elements – Self Awareness

GUIDANCE

GRADE

9–12 EMH **CAREER EDUCATION SERIES B** **C0279**

This program contains 5 filmstrips, corresponding cassette narration, and teacher's guide. Designed for secondary EMH students, this is a continuation of a program in career awareness. Unit titles are: *Structural Careers, Benchwork Occupations, Agricultural Jobs, Forestry and Fishing,* and *And Many Others.*
Publisher: Interpretive Education, 1973
Clusters – Agri-Business and Natural Resources, Construction, Manufacturing
Element – Career Awareness

9–A **YOU AND YOUR JOB** **C0291**

This unit includes 6 filmstrips, 3 records and 1 filmstrip guide. Each filmstrip features people at their jobs, sharing their practical knowledge and experiences. This series gives students an opportunity to observe a job interview; the ways workers receive instruction and supervision; and how compliance with company rules and cooperation with co-workers are necessary for operations to run smoothly. The unit includes information on finding leads, resumes, applications, interviews, taking supervision, looking ahead in your job, and the first week on the job.
Publisher: Coronet Instructional Media, 1975
Cluster – All
Elements – Attitudes and Appreciations and Career Awareness

10–A **THE PURSUIT OF HAPPINESS: MAN'S SEARCH FOR THE GOOD LIFE** **C0158**

The 2 part unit includes 160 slides in 2 carousel cartridges, 2 records, 2 cassettes, and 1 teacher's guide, including script and sources. The program surveys the good life historically, as men and women have represented it in art, literature and politics. Students trace changing concepts of the good life: The Greeks sought it in the philosophies of Plato, Aristotle and Epicurus; the Romans in conquest and travel; St. Augustine in the spiritual life; the Medieval French in the tradition of courtly love; the Renaissance man in education, culture and wealth; the Romantics – like Byron, Goethe and Rousseau – in adventure, freedom and a return to nature.
Publisher: The Center for Humanities
Elements – Self Awareness, Attitudes & Appreciation

1–4 **ROBERT AND HIS FAMILY** **C0037**

See Social Studies Section.

7–14 **FINDING AND GETTING A JOB** **C0046**

This kit of 2 filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts is part of a series which introduces step-by-step procedures for finding, getting and keeping a job. The importance of accurately evaluating one's own skills and potentials is emphasized. Suggestions are given concerning where to look for job openings and who can help. Information on how to prepare resumes; successful interview conduct; and ways in which employers evaluate the skills, work, habits, and attitudes of employees is given. Titles are: *Choosing Your Career,* and *Finding a Job Opening.* Four other units are available.
Publisher: Singer/SVE, 1974
Elements – Educational Awareness, Career Awareness, Employability Skills

2–4 **FIRST THINGS: WHO DO YOU THINK YOU ARE?** **C0067**

See Social Studies Section.

9–A **HARD CHOICES: STRATEGIES FOR DECISION-MAKING, PARTS I & II** **C0155**

This kit contains 160 slides in 2 carousel cartridges, 2 phonodiscs, 2 cassettes, teacher's guide/reading script, and program summary sheet. The program teaches students a series of decision-making skills. It examines the importance of establishing values, recognizing alternative courses of action, gathering necessary information and applying practical decision-making strategies. Relevant works of literature are combined with movie stills, photographs, graphics as well as masterpieces of art, to give students a broader perspective, and to reassure them that their struggles and difficulties in growing up are not unique.
Publisher: The Center for Humanities, 1975
Elements – Self Awareness, Decision Making, Attitudes & Appreciation

9–13 **COPING WITH LIFE: THE ROLE OF SELF CONTROL** **C0149**

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes and one teacher's guide/script. It is designed to help students explore self-control as an expression of feelings in a socially acceptable manner. It deals with problems of society and also with relationships with parents, peers and teachers. It emphasizes understanding the feelings and needs of others, cooperation and the constructive expression of differences as important elements of self-control. Effective use of art and music are used to achieve the total message.
Publisher: The Center for Humanities, 1975
Elements – Self Awareness, Attitudes & Appreciation

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8–14 **COPING WITH LIFE: THE SOURCES OF ANXIETY** **C0162**

The 2 part series includes 160 slides in 2 carousel cartridges, 2 records, 2 cassettes, and 1 teacher's guide, including script and sources. The program emphasizes that anxiety is a natural and common feeling, experienced by everyone at some time. Students learn that anxiety arises when we feel endangered or sense that something unpleasant is about to happen. The program discusses four kinds of anxiety: anxiety over punishment or criticism for making mistakes; over becoming independent from parents; over losing the love of parents or friends; and over failure to achieve a desirable career goal.
Publisher: The Center For Humanities, 1975
Elements – Self Awareness, Attitudes & Appreciation

9–A **JOB HUNTING: WHERE TO BEGIN** **C0066**

This kit of 2 filmstrips, 2 cassettes, and teacher's guide/reading script is designed to provide the novice job hunter with the basic information and skills needed for successfully seeking employment. It clarifies student understanding of employment sources while helping them to build self-confidence. It explains the various types of employment agencies; the role of the job counselor; civil service exams; and how to answer want ads and handle job interviews.
Publisher: Guidance Associates, 1972
Elements – Career Awareness, Employability Skills

7–A **JOBS AND GENDER** **C0061**

This kit of 2 filmstrips, 2 cassettes, and teacher's guide/reading script encourages students to explore what they really would like to be and do, rather than what they think society expects them to be. How are students' attitudes about "masculine" and "feminine" roles affecting their choice of jobs? The program discusses male/female education in the U.S., average salaries, and social tracking into professions. It discusses the truths and myths about sex/work discrimination. Interviews are conducted with people who have crossed the sex/work barriers. You meet a woman carpenter, a male nurse, a woman reporter, and a male kindergarten teacher.
Publisher: Guidance Associates, 1971
Elements – Self Awareness, Educational Awareness, Career Awareness, Attitudes & Appreciation

9–12 **THE ADOLESCENT EXPERIENCE: SHAPING IDENTITY** **C0063**

This set of 2 filmstrips, 2 cassettes, and teacher's guide/reading script is designed to help students become aware of the importance of defining oneself and to accept oneself as a worthwhile person; to understand the various forces, internal and external, which have helped shape one's present identity; to sharpen one's ability to recognize and differentiate among various choices and pressures in the world; to become aware that different people find different roads to self-understanding; and finally, to become more flexible, since self knowledge allows one to understand others and to tolerate differences without feeling threatened and defensive.
Publisher: Guidance Associates, 1973
Element – Self Awareness

9–A **JOB ATTITUDES: WHY WORK AT ALL?** **C0068**

This set of 1 filmstrip, 1 cassette and teacher's guide/reading script was designed to raise some basic and challenging questions about the role of work in individual personality development. The ideas presented are purposefully limited to the most basic ones – work as the key to independence; as an outlet for energy; as a means of achieving satisfaction; and as a means of channeling hostile and aggressive drives.
Publisher: Guidance Associates, 1970
Elements – Self Awareness, Decision Making, Attitudes & Appreciation

9–14 **CAREER EXPLORATION VIA SELF-ANALYSIS AND AWARENESS** **T0007**

This is an 80 page instructional unit primarily aimed at secondary level students. However, it could be easily adapted to lower levels. As students progress through the unit they will be evaluating and assessing their attitudes, values, needs, desires and as a result gain significant knowledge about themselves and their interests in various career areas. There are several activities suggested and could be used as a basis for planning a full course of instruction.
Developed by: Jim Goodrum
Elements – Career Awareness, Self Awareness

7–9 **SELF CONCEPT AND CAREER CHOICE** **T0013**

A 42 page instructional unit that is designed for the Junior High level. The unit gives the student exercises which will help them analyze themselves. The students will also be encouraged to explore the world of work and careers through simulation. There are several charts included which would be useful for discussion and/or display.
Developed by: Joanne McComb
Elements – Self Awareness, Decision Making

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K–6 **GUIDANCE – ELEMENTARY METHODS** **T0054**

This collection of 33 lesson plans encompass all the career education elements, especially self awareness and career awareness. Each unit gives the objective for that activity, and the materials needed for that activity. These lesson plans may be implemented into the curriculum through many subjects such as language arts, social studies, and art.
Developed by: ED 596, Al Renzelman, coordinator
Elements – All

K–2 **LEARNING ABOUT OTHERS** **C0397**

This program consists of 4 filmstrips, 4 cassettes, and a teacher's guide. This series illustrates the nature of social interactions and helps children discover useful ways to enter social groups easily and participate in them constructively with the help of the Sesame Street characters. Part one, *Lost in the Woods,* shows students that considering other people's perspectives will improve their own social functioning. Part two, *New Grouch in Town,* emphasizes advantages to be gained by approaching social situations positively rather than negatively. Part three, *The Cattle Rustlers,* demonstrates the benefits of cooperating with others. Part four, *Sesame Street 4th of July,* helps children think about ways to resolve interpersonal conflicts.
Publisher: Guidance Associates, 1976
Elements – Decision Making, Self Awareness

9–12 **CAREER CHOICE: A LIFELONG PROCESS** **C0395**

This two-part series includes 2 filmstrips, 2 cassettes and a discussion guide. The program uses narrative and personal interviews to explore, explain, and communicate some significant processes that individuals employ in choosing a career. Part one examines factors which determine the relative importance of work for each individual; identifies "exploration", "building" and "maintenance" as career phases most people experience. Part two comprises four documentary interviews showing how these concepts function in people's lives.
Publisher: Guidance Associates, 1976
Clusters – Business & Office, Transportation, Marketing & Distribution
Elements – Attitudes & Appreciations, Career Awareness, Decision Making, Employability Skills, Self Awareness

8–12 **CAREER EXPLORATION: A WORKING COUPLE** **C0404**

This program includes 2 filmstrips, 2 cassettes and a discussion guide. Jonathan and Janice Majors, a real working couple living in a large urban community provide a work model for students because they are practical, realistic, and able to adjust and adapt to meet the needs of everyday life. Part one documents Jonathan's day as a sales representative for a large insurance company. Jonathan discusses the values that guide him; the pros and cons of selling; how to get a job, and how to get along with people. Part two shows Janice involved in the area of customer service for a large office machine company. Janice discusses the problems and pleasures of dealing with customers who have specific needs and also the importance of getting along with people.
Publisher: Center for Learning Skills, 1976
Clusters – Business & Office, Marketing & Distribution
Elements – Attitudes & Appreciations, Career Awareness, Decision Making, Self Awareness

9–12 **YOU AND YOUR JOB INTERVIEW** **C0394**

This unit includes 2 filmstrips, 2 cassettes and a discussion guide. This two-part program is designed to help students understand the components of the job interviewing process; to understand that the elements of the job interview occur in many other life situations; and to learn the skills necessary for presenting themselves effectively and positively in a job interview. Part one gives pointers on stating information, listening effectively, using expressive body language, showing interest and confidence, and how to use an interview as a learning experience. Part two shows open ended interviews which allows students to evaluate and discuss techniques in action and to relate various interview styles to their own personalities.
Publisher: Guidance Associates, 1975
Element – Employability Skills

9–12 **UNDERSTANDING YOUR PARENTS** **C0390**

This program includes 2 filmstrips, 2 cassettes, and a discussion guide. The purpose of this program is to examine some of the specific areas where lack of mutual understanding between parents and their children is likely to occur. The idea is to look at the parent-child relationship not as two foreign countries, but as people who love each other, but who may have forgotten how to express themselves so that the real meaning gets across.
Publisher: Guidance Associates, 1972
Elements – Decision Making, Self Awareness

GUIDANCE

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9–A **CAREER DIRECTIONS: ENTERING THE JOB MARKET** **C0146**

The unit uncludes 2 filmstrips with corresponding cassette or record narration, 1 student booklet, one teacher's guide, 2 transparencies and 2 spirit masters. The unit is designed to help students develop strategies for landing a job and to examine the process of finding job openings. The unit also helps the student recognize the identifying factors that contribute to an effective and successful job search. Part 1 deals with sources of information and techniques that can be used in searching for a job, and employment prospects for high school graduates. Part 2 deals with the learning resources that will help students to learn how to "sell" themselves to prospective employers.
Publisher: Changing Times Education Service
Elements – Self Awareness, Beginning Competency & Skill Awareness, Attitudes & Appreciation

1–3 **CDCP LEVEL 3: USING KNOWLEDGE IN THE WORLD OF WORK** **C0200**

The unit includes 2 filmstrips with corresponding cassette narration, 22 masters that may be copied, 1 game sheet, 48 cards, and teacher's guide. The unit is designed to introduce the process of grouping as a technique that will enable children to better understand and make decisions about the thousands of occupations which will someday be available to them. The basic economic groups of goods, services, consumers, and producers provide a structure for examining the social as well as the economic interdependence of various work roles.
Publisher: McKnight Publishing Co.
Elements – Self Awareness, Career Awareness, Economic Awareness, Decision Making, Attitudes & Appreciation

5–A **P.I.E.S., PICTURE INTEREST EXPLORATION SURVEY** **C0210**

This kit contains 160 slides in 2 carousel trays, 1 cassette, 2 sets of Career Reference Cards, 1 student-teacher manual, and a student response sheet. It has been designed to help students investigate their vocational interests and to apply the information to their career goals. Information is presented in a visual, non-reading format. These color slides show only the workers hands performing tasks representative of the tasks common to that occupation. In this way students are not influenced by the physical characteristics of the person who is portraying an occupation, such as age, sex, attractiveness, etc.
Publisher: Educational Achievement Corp.
Clusters – All
Elements – Self Awareness, Attitudes and Appreciations, Career Awareness

9–A **HOW TO CHOOSE YOUR WORK** **C0129**

This 64 page booklet is designed to enable students to make a self-inventory and in this way to select a career that will fit the individual. Each student starts with the self – ones needs, wants, interests, abilities, values, skills, appearance, character and personality. This booklet describes a wide range of jobs and the requirements for obtaining each position.
Publisher: Bruce Publ. CO., 1969, 1974
Elements – Self Awareness, Attitudes and Appreciation, Decision Making

7–A **YOUR CAREER IN THE WORLD OF WORK** **C0209**

This 388 page book contains material and information for obtaining and holding a job, and for getting ahead on the job. The book also has applications for those not presently employed, and includes information on Social Security, consumer credit, and management of money. Illustrative materials included are job application forms, sample resumes for job seekers, sample bank forms, social security forms, and civil service forms.
Publisher: Howard W. Sams, CO. (Milton K. Berlye, author)
Elements – All

9–A **YOUR WORK AND YOUR CAREER** **C0107**

This unit consists of student text and teacher's guide. The unit introduces students to the world of work, and guides them through the process of determining his/her own possible areas of future concentration. Concepts from economics, history, law, psychology, and a variety of other fields are used to illustrate subject material. Aspects of business and professions are discussed, as well as educational requirements.
Publisher: William H. Sadlier, 1975
Clusters – All
Elements – Career Awareness, Decision Making, Economic Awareness, Educational Awareness, Employability Skills, and Self Awareness

9–A **HOW TO GET A JOB AND KEEP IT** **C0118**

This unit consists of worktext and teacher's guide and is designed for job-hunters. The potential employee is given guidance as he/she takes a self-inventory; learns about job sources; selects a particular job preference; fills out job application forms; interviews for the job; and finally gets the job. Material is also included on how to keep a job and advance in it.
Publisher: Steck-Vaughn, 1969. (Dorothy Goble, author)
Elements – Self Awareness, Employability Skills

GUIDANCE

GRADE

7–10 **YOUR PERSONALITY, YOUR HEALTH, YOUR JOB** **C0228**

This 89 page notebook contains text, teacher's guide, duplicable student material, and evaluation guides. The unit aids students to examine their interaction with others, the roles of nonverbal behavior, influences upon personality, personal hygiene standards, nutrition, and physical fitness in that interaction. These concerns are also examined in terms of their implications for fulfillment of life roles (including work, marriage, leisure, education and other roles). Students also consider self-satisfaction and work-satisfaction, how they are interdependent and function as goals in our lives, and ways in which they are related to rights and responsibilities of workers.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Self Awareness, Career Awareness, Decision Making

9–A **EMPLOYMENT LETTERS – CAREER COMMUNICATION SERIES** **C0102**

This 8 page unit is one of a series of 53 modified, individual programmed learning units. The stated goal for this unit is to prepare application and "thank-you-for-the-interview" letters. Different strategies are used to fulfill the goal, and students must answer questions from the viewpoint of both interviewer and applicant before actually writing the letter. Stating that a less than perfect letter will not impress an employer favorably, many helpful hints are given for the student to make the letters show his/her potential, and to convince the reader that he wants to interview the applicant.
Publisher: Howard W. Sams, CO., 1976. Mariestelle M. Brown, author
Elements – Self Awareness, Employability Skills

7–10 **UNDERSTANDING SELF** **C0227**

This 73 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. Students are aided in developing an understanding of themselves as individuals and in recognizing that others may not perceive them as they see themselves. Students examine their feelings realistically and explore their self-images, and then try to assess others in the same manner. These concepts are then related to occupational exploration and tentative occupational decisions. Individuals focus on goals and values, feelings, interests, abilities, and achievements to form a composit of themselves.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Self Awareness, Career Awareness, Decision Making, and Attitudes & Appreciation

9–12 EMH **CAREER EDUCATION SERIES A** **C0278**

This program contains 5 filmstrips, corresponding cassette narration, and teacher's guide. Designed for secondary EMH students, the program gives a broad overview of jobs. Unit titles are: *Introduction to Careers, Service Jobs, Jobs in Industry, Jobs in Distribution,* and *Career Awareness.*
Publisher: Interpretive Education, 1973
Clusters – Personal Service, Public Service, Manufacturing, Marketing and Distribution
Element – Career Awareness

9–12 EMH **BASIC SKILLS SERIES** **C0274**

This unit consists of 5 filmstrips, corresponding cassette narration, and teacher's guide. Designed for high school EMH students, these five units are high interest, with low but relevant vocabulary. The unit *Making Change* does discuss many occupations which require the ability to handle money. Other unit titles are: *The Telephone Book, Telling Time, Applying For Credit,* and *Using the Dictionary.*
Publisher: Interpretive Education, 1975
Element – Beginning Competency and Skill Awareness

9–12 EMH **FINDING A JOB SERIES** **C0277**

This series consists of 5 filmstrips, corresponding cassette narration, and teacher's guide. In the program students learn what having a job means, how to look for a job, why grooming is important in finding a job, what to do in a job interview situation, and what personnel directors expect from job hunters. Designed for high school EMH students, the program is high interest with low, but relevant vocabulary.
Publisher: Interpretive Education, 1973
Elements – Self Awareness, Employability Skills

9–A **SUCCEEDING IN THE WORLD OF WORK** **C0095**

This set of 4 books consists of a textbook, activity book, teacher's guide, and individualized related instruction book. The program is designed to help students discover the meaning of work; to appraise ones interests, abilities, aptitudes, values and personality, and then to establish realistic career goals. Students are taught to locate, apply for, and progress on a job. An outcome of these activities is to become a more effective person in relationships with others both on and off the job.
Publisher: McKnight, 1975
Elements – Employability Skills, Self Awareness

GUIDANCE

GRADE

7–A **MY CAREER GUIDEBOOK, ED. 2** **C0108**

This unit consists of student text and teacher's guide. It is designed for use in group guidance classes, but has many applications. It helps students delve more deeply into their personal attitudes, characteristics and behavior. It also provides extensive information about general behavioral requirements expected of all workers.
Publisher: Bruce (Benziger Bruce & Glencoe, Inc.) 1974
Elements – Self Awareness, Employability Skills, Educational Awareness, Economic Awareness, Decision Making

9–A **HOW TO GET A JOB** **C0109**

This 74 page booklet approaches job hunting as a skill that can be learned like any other skill. The information and suggestions in the book are derived from experience. Students will practice filling out application forms, taking test, and writing resumes. Chapter titles are: "Finding a Job Opening"; "The Application"; "The Interview"; "The Follow-up"; "How to Pass a Test"; and "Writing a Resume".
Publisher: Bruce, 1974; (Elna Stone, author)
Elements – Self Awareness, Career Awareness, Employability Skills, Educational Awareness

7–12 **ABOUT YOU AND OTHERS – FAMILY DEVELOPMENT SERIES** **C0117**

This series of 6 books is designed to help individuals satisfy their basic human wants and needs and enjoy life fully. Each book centers on one aspect of an individual's needs – to know who and what you are; to relate to and with other people; to work and manage your own affairs; and to contribute to the good of all people. Titles are: *Understanding Yourself; Becoming a More Effective Person; Family Money Management; Communicating With Others; Working With Others,* and *Where to Go, Who to See, What to Do.*
Publisher: (Steck-Vaughn CO.)
Elements – Self Awareness, Economic Awareness, Decision Making, Attitudes and Appreciation

9–A **HOLDING A JOB** **C0128**

This 49 page student workbook is one of a series of high-interest, low vocabulary materials for young adults and adult students with a reading level of 5th or 6th grade. We follow Roy Bishop in a continuing story throughout the book. Career information, including educational requirements, outlook for jobs, and general pay scales are presented as Roy comes in contact with that occupation in different situations. This book is concerned with good working habits, job conditions, commuting, jobs in business and industry, domestic and employment crises and how to handle them.
Publisher: Follett Publ. CO., 1974. (Richard H. Turner, author)
Clusters – All
Elements – Self Awareness, Employability Skills, Economic Awareness, Career Awareness, Educational Awareness

4–9 **CAREER AWARENESS PROGRAM** **C0029**

The preview material kit includes 6 filmstrips, 7 cassettes, and 7 books. It is designed to give an overview of the *Career Awareness Program. Career Awareness* explores the concepts of money, work, life styles, non-paid work, family, job clusters, leisure time, human contribution, and self-satisfaction. It also helps to establish the lifelong habits of self-motivated evaluation, flexibility and development that are essential to later adult life. The program content is divided into 8 sequential units: *Satisfying Basic Needs; Work and the Family; The Community and How It Functions; The Value of Things; Rich and Poor: Ways of Living; Ways of Working; What Do You Want to Be?;* and *Living In The World of Work.*
Publisher: Scott Education
Clusters – All
Elements – Self Awareness, Educational Awareness, Economic Awareness, Decision Making, Attitudes & Appreciation

9–12 **CAREER DIRECTIONS: CHOOSING THE KIND OF JOB YOU WANT** **C0145**

The unit includes 2 filmstrips, corresponding cassette or record narration, 2 transparencies, 2 spirit masters, one student booklet, and 1 teacher's guide. It is designed to help students develop criteria for choosing a career. Students are encouraged to identify their abilities, interests and values and to analyze jobs for characteristics that meet their needs and preferences. The 2 parts are titled: *What Are You Looking For?* and *Meeting Your Needs.*
Publisher: Changing Times Education Service
Elements – Self Awareness, Career Awareness, Decision Making, Attitudes & Appreciation

9–A **CAREER DIRECTIONS: STAYING WITH IT AND GETTING AHEAD** **C0147**

The unit includes 2 filmstrips with corresponding cassette or record narration, 1 student booklet, 2 transparencies, 2 spirit masters, and 1 teacher's guide. The unit is designed to help students orient themselves to the world of work and develop guidelines for succeeding on the job, in addition to identifying potential on-the-job problems and approaches to them. Part 1 of the unit deals with the art of working with others as well as factors that contribute to the successful performance of a specific job. Part 2 emphasizes the importance of careful evaluation and planning in setting and achieving personal career goals.
Publisher: Changing Times Education Service
Elements – Self Awareness, Beginning Competency & Skill Awareness, Attitudes & Appreciation

GUIDANCE

GRADE

9–12 **SO YOU'RE LOOKING FOR A JOB** T0172

The purpose of this 25 page unit is to help students prepare application letters and personal data sheets, to fill in application forms, and to provide hints on how to keep a job. Along with given examples, this unit includes suggestions as to where to look for job openings.
Developed by: Marianne Whitsitt
Element – Employability Skills

9–12 **MANPOWER AND ECONOMIC EDUCATION** T0223

It is the purpose of this 4 page unit to present an introduction to "Manpower & Economics Education." This unit includes case studies, nature of work discussions and guest speakers from various backgrounds. Through these activities students gain insight to the long term nature of their life's work. This model should be considered developmental in nature.
Developed by: Dave Barber
Elements – Self Awareness, Career Awareness, Economic Awareness

6–9 **WORLD OF WORK, OCCUPATIONAL PREPARATION AND PLANNING** T0295

This 11 page unit is an aid to students exploring the values, habits and conditions necessary for a successful vocational future. Though the final choice of a vocation certainly is not expected at this age, the students are given an opportunity to think about their aptitudes and interests as an orientation toward choosing their future work role. This unit enables the student to plan his high school curriculum knowing he has interest in particular career areas.
Developed by: Richard Thomas
Elements – Self Awareness, Career Awareness, Decision Making

6–9 **DEVELOPING COMMUNITY PROFILE** T0290

The activities included in this 20 page unit have been designed to help students answer several questions: Who am I in the community? Where do I want to live as an adult? What career do I want to spend my life developing? and How can I use my values in developing my life style? Four particular areas of influence in the community are emphasized: the people in the community, the economic life of this community, the educational opportunities, and the cultural influences. Average language arts skills are necessary for completion of the unit.
Developed by: N. Burnworth, C. Hayes, L. Hooton, F. Kastelic, I. Miller, and B. Six
Elements – Economic Awareness, Attitudes & Appreciations

10–14 **APPLYING FOR AN OFFICE POSITION** T0164

This purpose of this 13 page unit is to teach students the correct procedures in applying for a position. The example used is for an office position, but the information given is applicable to all job applications. A sample data sheet, application letter, business application form, and questions that an interviewer might ask are provided. Students evaluate their peers by means of a testing sheet provided. The unit suggests the use of two supplementary films as additional learning experiences.
Developed by: J. Farrell, J. Harr, L. Peschl, C. Rodmon
Cluster – Business & Office
Elements – Career Awareness, Employability Skills

7–9 **WAKE UP TO YOUR FUTURE** T0159

Calling the student's attention to the relationship between school courses and success and satisfaction in adult life is the major goal of the 25 page unit. Students identify their interests, values, needs, aptitudes and abilities through the suggested activities provided. This unit suggests additional advance planning by the teacher.
Developed by: Phyllis Dirkson
Elements – Self Awareness, Career Awareness

K–3 **WHAT IS WORK? WHAT IS PLAY?** T0253

Included in this eight page unit are examples of classroom units and some suggestions for other units which might be developed for primary children. Students will develop the ability to place things in proper categories and to tell stories and discuss a particular topic. Students become aware that activities in which they are participating are work for some individuals and play for other individuals. With each career discussed, correlating suggested activities are provided.
Developed by: Phyllis Kelly
Elements – Self Awareness, Career Awareness, Attitudes & Appreciations

GUIDANCE

GRADE

6–12 **WORKING** C0170

The unit includes 4 filmstrips, 4 cassettes, 20 activity master sheets, and 1 teacher's guide. The unit explains that man has worked in one way or the other for thousands of years to provide for his basic needs. Even today, equipped with sophisticated computers, sundry technological advances and more and more leisure time, work is still an important part of our everyday life. Understanding the nature of work and developing attitudes about the personal, social, and economic significance of work are essential to our understanding of the world around us. This series explores these vital topics as it examines the reasons people work; the training and experience needed for different jobs; and the future of work.
Publisher: BFA
Elements – Educational Awareness, Career Awareness, Economic Awareness

K–4 **THE IMPORTANCE OF YOU** C0172

The unit includes 4 filmstrips, 4 cassettes, and one teacher's guide. The unit is designed to help students understand the importance of individual differences. The filmstrips show children engaged with their peers, their families and their friends. They also provide experiences with which the teacher can guide children to clearer understanding – and good feelings – about themselves, their emotions, and the people around them. The titles of the filmstrip are: *You Are Somebody Special; Who's In Your Family; Who Are Your Friends;* and *Your Feelings.*
Publisher: BFA
Elements – Self Awareness, Attitudes & Appreciation

4–12 **GOING PLACES WITH YOUR PERSONALITY** C0133

This book uses information, observation, and discussion to help students develop desirable attitudes and habits. There is a strong emphasis on interpersonal relationships. The Pacemaker series was developed for secondary students with special needs, but is also of interest to students at the upper elementary level. Reading level is Grade 2.7 (Spache).
Publisher: Fearon Publishers
Elements – Self Awareness, Attitudes & Appreciation

K-6 **VALUES SERIES** C0188

See Social Studies Section.

7–A **HUMAN RELATIONSHIPS: WHY THEY SUCCEED OR FAIL** C0160

This set of 160 slides in 2 carousel cartridges, 2 records, 2 cassettes and teacher's guide/reading script combines relevant works of literature with movie stills, photographs, graphics and masterpeices of art. The program examines role playing, warning that there is the danger of losing the freedom to grow and change, thus limiting one's potential as a person. Modes of gaining knowledge are discussed and emphasis is placed on the importance of accepting our shortcomings while retaining our basic self-confidence. Students study the various elements necessary for a satisfying relationship, especially the ability to go on loving people even after recognizing that they are not perfect. Works of art are used to achieve the goals of t'.is unit.
Publisher: The Center for Humanities, 1975
Elements – Self Awareness, Attitudes & Appreciation

K–4 **DEVELOPING BASIC VALUES** C0043

This kit of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a series designed to help students understand and develop moral and ethical values. Students are introduced to the concept of property, and that everyone has a right to own property without fear of theft or damage. Students are also encouraged to be fair in thought and action, show consideration for others, and to make full use of their potentials. Titles are: *Respect for Property,* and *Consideration for Others.* Not contained in this kit, but available, are: *Acceptance of Differences,* and *Recognition of Responsibilities.*
Publisher: Singer/SVE, 1964
Elements – Self Awareness, Attitudes & Appreciation

5–6 **TAD – TOWARD AFFECTIVE DEVELOPMENT** C0140

This kit contains 1 teacher's manual, 44 poster size illustrations, 93 discussion pictures, 1 filmstrip, 1 cassette, 1 large poster, 1 deck of shapes and object cards, 16 duplicating masters for student activity sheets, 40 feeling wheels, 160 color chips, 37 level 1 career folders, and 37 level 2 career folders. TAD focuses on children's real-life experiences and on their developing patterns of motivation, feeling, understanding and participation. It is designed to stimulate psychological and affective development. TAD lessons, activities and materials have been planned for integration into the typical classroom schedule.
Publisher: American Guidance Service, Inc. 1974
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciation

GUIDANCE

GRADE

8–12 **THE ADOLESCENT EXPERIENCE: SETTING GOALS** C0070

These 2 filmstrips, 2 cassettes, and teacher's guide/reading script have been developed to help students recognize that effective goal setting is based on understanding and acceptance of one's abilities and limitations; and to understand that realization of adult potential involves developing a capacity for commitment -- to a career, raising a family, or developing a talent. It also helps students realize that growth is a continuing process requiring an openness to experience; that the self involves many facets, often seemingly conflicting; and that a realistic self-concept involves all one's thoughts, feelings and actions.
Publisher: Guidance Associates, 1973
Elements – Self Awareness, Decision Making

7–12 **ADOLESCENT CONFLICTS: DEALING WITH GROUP PRESSURE** C0073

This kit of 2 filmstrips, 2 cassettes, and teacher's guide/reading script has been designed to help students to discuss and evaluate their need to belong to a group and their fear of rejection by a group; explore their feelings of self-worth; recognize the emotional pressures that can be exerted by a peer group or clique; become aware of the complexities of group interaction; and to become more understanding and sympathetic to the feelings of those who are not part of the same group.
Publisher: Guidance Associates, 1973
Elements – Self Awareness, Decision Making

K–6 **RULES WE LIVE BY** C0031

This kit contains two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts. These are part of a larger set whose purpose is to enable students to conceptualize that laws are man-made; safety of community members; and that being a good neighbor will make a happier society. The unit also develops the idea of social interdependence showing a society where everyone has an important role to play. Titles in this kit are: *Bees, Bees, You and Me,* and *Poppy Learns the Rules.* Other titles not in this kit, but available are: *Follow the Leader;* and *Flowers, Highways, and You.*
Publisher: Singer/Society for Visual Education
Elements – Self Awareness, Attitudes & Appreciation

9–14 **WHO AM I? WHERE DID I COME FROM? WHERE AM I GOING? THE ETERNAL QUESTIONS** C0157

This 2 part set includes 160 slides in 2 carousel cartridges, 2 records, 2 cassettes and 1 teacher's guide, including script and sources. The unit discusses ways in which other men and women have sought answers to the question, "Who am I?". Students raise the eternal questions and attempt to find answers during a round-table conference with Dr. Melvin Tumin, Professor of Sociology at Princeton University. The set stresses that, "we are what we do", and "we are what we make of ourselves". Emphasis is given to three groups actively engaged in creating new identities – youth, blacks and women. Relevant works of literature are combined with works of art and music to give young people a broader perspective of their own lives.
Publisher: The Center For Humanities
Elements – Self Awareness, Attitudes & Appreciation

6–12 **HOW TO LIVE WITH YOUR PARENTS AND SURVIVE** C0161

This program of 80 slides in a carousel cartridge, record, cassette and teacher's guide is designed to give young people a broader perspective on their lives by taking a humorous look at the struggles and difficulties that often occur between adolescents and their parents. The program also helps students to strengthen their own personalities and to cope with family problems by presenting views of experts in the field of parent-child relationships.
Publisher: The Center for Humanities, 1975
Elements – Self Awareness, Attitudes & Appreciation

3–5 **LEARNING ABOUT ME** C0055

This kit of 2 filmstrips, 2 cassettes, and 2 teacher's guides/reading scripts are part of a larger set designed to help children develop an accurate self-concept. The unit *Different Shapes* helps children understand that ability is not necessarily related to size, and vice versa. Barry realizes that although he is shorter than his classmates, he is as competent as the taller boys. An individual's self-concept is greatly affected by his own body image, and this image is associated with stereotypes that we find in society. *First Step* demonstrates the fact that a person who experiences consistent failure develops a negative self-image and will be afraid to take the "first step" in any new activity. Other units available, but not in this kit, describe a bully, a girl who tries to buy friends, and a new child in the neighborhood.
Publisher: Q-ED, 1974
Elements – Self Awareness, Attitudes & Appreciation

GUIDANCE

GRADE

K–6 **LEARNING TO LIVE WITH OTHERS, GROUP I** C0047

These 2 filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts are part of a series that illustrates basic life values. The unit *Learning to Be Your Best Self* demonstrates that everyone has different talents and abilities, and that everyone has something special to offer. It is impossible to try to be someone else. In *Learning About Listening* Freddy realizes that he must stop talking in order to listen, and that listening is a good way of showing your friends that you care about them. You'll be surprised at what you can learn by listening. Six other units are available.
Publisher: Family Films, 1971
Elements – Self Awareness, Attitudes & Appreciation

5–7 **FOUNDATIONS FOR OCCUPATIONAL PLANNING** C0040

These two captioned filmstrips are part of a larger set that is designed to aid students in evaluating their individual characteristics and relating them to the world of work. It introduces students to job families and emphasizes the relationship between possible careers and the amount of formal education. Titles are: *Who Are You?* and *What Do You Like To Do?* Other titles available, but not contained in the kit, are: *What Is A Job?, What Are Job Families?, What Is A Good School?*
Publisher: Singer/SVE, 1967
Elements – Self Awareness, Career Awareness, Decision Making

8–14 **CLARIFYING YOUR VALUES: GUIDELINES FOR LIVING** C0150

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes and one teacher's guide/script. It is designed to help students explore ways to analyze our present values and how to make value choices. It stresses the idea that we must live by our own standards even though we may find risks involved. A commentary includes excerpts of literature and music.
Publisher: The Center For Humanities, 1974
Elements – Self Awareness, Decision Making, Attitudes & Appreciation

9–14 **COPING WITH LIFE: FRUSTRATION AND DISAPPOINTMENT** C0151

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes, one teacher's guide/script, and student activity sheets. It is designed to help the student examine four common areas of adolescent frustration and each area outlines positive and negative mechanisms. It emphasizes that the positive mechanisms are designed not only to help the adolescent deal effectively with frustration, but also to become psychologically mature. The commentary includes excerpts of literature and music.
Publisher: The Center For Humanities, 1974
Elements – Self Awareness, Attitudes & Appreciation

10–12 **LIFE ISSUES OF OLDER TEENS** C0049

This kit contains two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts. It is part of a series in which teenagers representing a cross-section of ethnic groups and socio-economic backgrounds discuss problems in various areas. These open panel discussion units can be used as a focus point for classroom discussion by helping students recognize a problem area and clarify their own ideas. Titles are: *What Do You Believe About Life?* and *Choosing a Career.* Not in this kit, but available, are: *Preparing for Marriage,* and *Relating to Those in Authority.*
Publisher: Family Films, 1970
Elements – Self Awareness, Attitudes & Appreciation

9–A **CAREER VALUES: WHAT REALLY MATTERS TO YOU?** C0078

This program of 5 filmstrips, 5 cassettes and teacher's guide explains the skills of identifying and articulating personal values; of ranking personal values and creating individual priorities; and of applying this knowledge to career choice. Each unit portrays contrasting values of actual workers. Part I is *Identifying Values.* In *Chance Taking,* John and Tom discuss forming a business; John wants independence, Tom wants security. *Work Environment* contrasts Patty's structured, lavish office with Betsy's small, informal workplace. *Personal Commitment* compares Ed's storefront legal work with Wallace's career in a large law firm. *Time* contrasts the artist Carol's hectic freelance schedule with that of Joe, who works a 9 to 5 day in a design studio.
Publisher: Guidance Associates, 1974
Elements – Decision Making, Attitudes & Appreciation

GUIDANCE

GRADE

7–12 **YOU AND YOUR EMPLOYER** T0099

This 10 page module for students is designed to increase awareness of the importance of attitude toward work and positive employee-employer relationship in career success. Included are three learning activities and a self-test with a supplemental answer key.
Developed by: Sherrilyn Smith
Elements – Self Awareness, Employability Skills, Attitudes & Appreciation

9–14 **FIELDS OF INTEREST CHECKLIST** T0112

A six page listing of fields of academic interest grouped according to major academic areas for use by students. The purpose is for higher education planning.
Developed by: Colorado Counselors

9–10 **EXERCISE IN DECISION MAKING** T0108

This 6 page student workbook is designed to emphasize decision making. A self-evaluation section, information fact sheets and a strategy section are included. A selection process of buying a car is compared to the selection process of choosing a job career.
Developed by: John McFarland
Cluster – Consumer & Homemaking
Elements – Self Awareness, Decision Making

7–12 **ADOLESCENT CONFLICTS: COPING WITH COMPETITION** C0074

This kit of 2 filmstrips, 2 cassettes, and teacher's guide/reading script explores positive and negative aspects of competitive behavior and examines competitive values in conflict with fairness, cooperative impulses, and individuality. The objectives of the unit are: to discuss and evaluate the students' feelings about competition; to cope more effectively with conflicts between personal values and the competitive values of society; to recognize that there can be positive values in competition; to better understand the differences between competing for fulfillment and competing to win; and to recognize and deal with pressures for success exerted by society.
Publisher: Guidance Associates, 1973
Elements – Self Awareness, Decision Making

9–12 **ADOLESCENT CONFLICTS: SEEKING INDEPENDENCE** C0075

This kit of 2 filmstrips, 2 cassettes and teacher's guide/reading script demonstrates a teenager's search for independence. Don overcomes his parents' manipulative tactics to win a family argument; then unknowingly uses similar tactics in trying to influence his girlfriend's vacation plans. The unit has been developed to help students realize that conflicts will probably occur when they seek to establish their independence from their families, and that the methods they use to assert their independence are as important as the fact of establishing it.
Publisher: Guidance Associates, 1973
Elements – Self Awareness, Decision Making

5–12 **THE COPING WITH SERIES** C0165

The series of 23 booklets and 1 teacher's manual is written for young people about their interests, values, and problems with which they are most concerned. The series deals with developing expertise in communication skills and social interaction skills; learning to deal with problems from unanticipated developments; developing values; and developing the ability to consider the future and learning to be adaptable. The series of books may be used for individual reading, as background for class discussions and for special group counseling and guidance.
Publisher: American Guidance Service Inc.
Elements – Self Awareness, Career Awareness, Decision Making, Attitudes & Appreciation

9–A **JOB ATTITUDES: LIKING YOUR JOB AND YOUR LIFE** C0069

This set of 4 filmstrips, 2 cassettes, and teacher's guide/reading script was developed to emphasize the valid and equally dignified alternative to a college education or white collar work. Skilled blue collar workers enjoy a high degree of job security, excellent earnings, a frequently shorter work week than their white collar counterparts, and the social status in their communities which accompanies the acquisition of material goods. Another emphasis is on working women and non-white workers. Those interviewed are: a construction worker; a factory worker; a community worker; and a TV repairman.
Publisher: Guidance Associates, 1970
Clusters – Construction, Manufacturing, Public Service
Elements – Career Awareness, Attitudes & Appreciation

GUIDANCE

GRADE

2–4 **DUSO 2: DEVELOPING UNDERSTANDING OF SELF AND OTHERS** C0164

This kit contains: 1 teacher's manual, 8 puppets, 5 cassettes, 6 discussion guide cards, 8 self & social development cards, and 33 each of the following: posters role playing activity cards, puppet activity cards, and discussion pictures. The program is designed to help children better understand social and emotional behavior through a variety of activities – role playing, puppetry, group discussion, supplementary activities, reading suggestions, music and art. Unit titles are: *Toward Self-Identity; Toward Friendship; Toward Responsible Interdependence From Self-Centeredness to Social Interest; Toward Self-Reliance; Toward Resourcefulness and Purposefulness; Toward Competence; Toward Emotional Stability;* and *Toward Responsible Choice Making.*
Publisher: American Guidance Service Inc., 1973
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciation

7–12 **DECISION MAKING: DEALING WITH CRISES, PARTS I & II** C0154

This kit contains 160 slides in 2 carousel cartridges, 2 phonodiscs, 2 cassettes, teacher's guide/reading script, and program summary sheet. The unit teaches skills of crisis management which include recognizing that the crisis exists, understanding our emotional reactions to the crisis, beginning to analyze the crisis rationally, and considering alternative solutions. Four different situations are dealt with; alcoholism; divorce; an unwanted pregnancy; and a high school dropout problem. The program may be used in health and drug education classes, family life education, career awareness, as well as when discussing values and decision making.
Publisher: The Center for Humanities, 1975
Elements – Self Awareness, Decision Making, Attitudes & Appreciation

K–2 **THE ADVENTURES OF THE LOLLIPOP DRAGON** C0044

This kit contains two filmstrips, corresponding tape and two teacher's guides/reading scripts. The fanciful green dragon helps children develop positive social attitudes and values, to adopt patterns of positive conduct, to become aware of the rights and needs of others and to realize that group cooperation benefits everyone. Titles are: *How the Lollipop Dragon Got His Name,* and *Working Together.* Titles also available but not in the kit, are: *Avoiding Litter, Care of Property, Taking Turns,* and *Kindness to Animals.*
Publisher: Singer/SVE
Element – Attitudes & Appreciation

6–9 **LIFE ISSUES OF YOUNG TEENS** C0053

These two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts are part of a larger series of recorded panel discussions among young teens from various backgrounds on a variety of issues. Topics discussed are Discovering What Life's All About; and Commitment – To What? These units may be used as a starting point for discussion in class, by helping students to sort out their own feelings, encourage them to question attitudes, and aid them in making decisions. The filmstrips center around the conflicts of the Sixties.
Publisher: Family Films, 1970
Elements – Self A[illegible]ness, Attitudes & App[illegible]iation

6–9 **POPULARITY PROBLEMS OF YOUNG TEENS** C0052

These two filmstrips, corresponding cassette narration, and teacher's guides/reading scripts are part of a series of recorded panel discussions by young teens from a variety of backgrounds who discuss their opinions on various problem areas. The units *Discovering the Real You,* and *Becoming More Self-Confident* are concerned with discovering who the real "you" is in relation to yourself and others, and how this effects one's popularity. Panel members discuss the idea that you have to know who you are, and like and understand yourself before you can expect others to like you. Other titles available are: *The Art of Friendship,* and *The Need to Belong.*
Publisher: Family Films, 1970
Elements – Self Awareness, Attitudes & Appreciation

1–6 **ACTIVITY IDEAS (19)** T0017

This is a 20 page Curriculum Guide containing 19 activity ideas for classroom use. The activities stress self awareness. The students also gain insight into patterns of feelings and behaviors involving themselves and others. A teacher observer sheet is included to aid in evaluating student progress.
Developed by: Harrison School District #2
Elements – Self Awareness, Attitudes & Appreciation

82

GUIDANCE

GRADE

7–12 **GUIDANCE – SECONDARY METHODS** T0058

The 16 lesson plans in this collection have been designed to implement career education concepts into the classroom. Subjects covered range from self-awareness, values clarification, to beginning competencies and skill awareness. Each plan lists its individual objectives, activities, and materials needed, along with an evaluation of how the unit was received in the classroom.
Developed by: ED 596, Al Renzelman, coordinator
Elements – All

9–12 **WHY LEARN THAT? VALUES IN EDUCATION** C0411

This program includes 160 slides in 2 carousel trays, 2 records and/or 2 cassettes, and a teacher's guide. This program identifies both the life and academic skills that can be learned in high school. It is designed to motivate students to explore their own educational values and to understand how these values relate to later life and career success. Part one shows that the high school provides such a wide variety of settings, situations and people, it can serve as a laboratory in which students learn the skills that prepare them for later life. Part two seeks to answer the question: When we have a high-school diploma, what is it that we know?
Publisher: The Center for Humanities, Inc., 1976
Elements – Attitudes & Appreciations, Decision Making, Employability Skills, Self Awareness

7–12 **SELF-FULFILLMENT: BECOMING THE PERSON YOU WANT TO BE** C0156

This program consists of 227 slides in 3 carousel trays, 3 cassettes and/or 3 records, and a teacher's guide. The program is designed to help students grasp the importance of self-fulfillment, set practical goals and take the necesary steps toward achievement by matching their personalities to specific careers. Real and fictional young people demonstrate how interests, aptitudes and talents must be evaluated before goals can be achieved. The program also shows young people fulfilling their basic needs and developing their creativity in activities such as the theater, work with the visually handicapped, wildlife study, carpentry, auto mechanics and horticulture.
Publisher: The Center for Humanities, 1976
Clusters – Fine Arts & Humanities, Public Service, Agri-Business & Natural Resources, Construction, Transportation
Elements – Attitudes & Appreciations, Career Awareness, Decision Making, Employability Skills, Self Awareness

1 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION-GRADE 1** T0018

This 217 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are included: Environmental Control; Health; Hospitality and Recreation; Marine Science; Personal Services; and Transportation. Some of the activity ideas included do require the use of commercial materials.
Developed by: Harrison School District No. 2
Clusters – Transportaion, Marine Science, Environmental Control, Public Service, Health, Hospitality & Recreation, Personal Services
Elements – Self Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

2 **DEVELOPMENT OF LIFE PLANNING GOALS THROUGH CAREER EDUCATION-GRADE 2** T0019

This 175 page activity oriented unit is designed to help students become aware of their unique positive potentials and to assist them in developing their life goals. This unit is an integration of "self awareness" and "career awareness" and each student develops a strength profile which is used as a power base by which he/she can alter the present and direct the future. The following occupational clusters are studied: Communications and Media; Fine Arts and Humanities; Manufacturing; Marketing and Distribution; Business and Office; Consumer/Homemaking Education; Construction; and Agri-Business and Natural Resources. Some of the activity ideas included do require the use of commercial materials.
Developed by: Harrison School District No. 2
Clusters – Communications & Media, Fine Arts & Humanities, Manufacturing, Marketing & Distribution, Business & Office, Consumer & Homemaking, Construction, and Agri-Business and Natural Resources
Elements – Self Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

GUIDANCE

GRADE

7–12 **YOU AND YOUR PARENTS** C0434

This program includes 4 filmstrips, 4 cassettes, and 1 teacher's guide. This series is designed to help students define differences and similarities between their generation and that of their parents. The program suggests that involvement with parents and peers on a level that encourages real communication and real participation in society is essential in the young adult's search for identity. Dr. William Glasser's point of view is defined as: 1) problems arise when needs are not satisfied; 2) a basic need is love and feeling of worth; 3) when problems arise only the sufferer can reach out to find support that is needed. Filmstrip titles are: *What Are The Differences?; Loneliness and Failure; Problems – School and Society; Problems – Drugs, Alcohol, and You.*
Publisher: BFA, 1975
Elements – Decision Making, Self Awareness

8–12 **CAREERS AFTER HIGH SCHOOL** C0349

See complete entry under: *Multi-Cluster.*

8–12 **WORK/WORKING/WORKER** C0386

See complete entry under: *Social Studies.*

8–12 **UNEMPLOYMENT** C0391

See complete entry under: *Social Studies.*

8–12 **WOMEN AT WORK: CHOICE AND CHALLENGE** C0392

See complete entry under: *Social Studies.*

6–9 **COMMUNICATION AND YOU** C0226

See complete entry under: *Language Arts.*

9–12 **SELF APPRAISAL FOR DECISION MAKING AND CAREER PLANNING** C0229

See complete entry under: *Language Arts.*

6–8 **EVERYONE HAS TO BE "SOMEONE"** T0156

See complete entry under: *Home Economics.*

9–14 **NORTHEAST COLORADO BOCES CAREER DEVELOPMENT STUDENT GUIDE** T0110

This is a 2 page form for students to list the courses to be taken in high school and college which will enable the student to see at a glance if these courses correlate with ones career choice. Students also list extracurricular activities that will benefit in occupational planning.
Developed by: Northeast Colorado BOCES

7–12 **THE MENTAL/SOCIAL ME** C0326

See complete entry under: *Science.*

8–12 **AM I WORTHWHILE? IDENTITY AND SELF-IMAGE** C0152

The two part kit contains 160 slides in two carousel cartridges, two records, two cassettes, one teacher's guide/script and student activity cards. It is designed to help the student understand that during adolescence, young people experience psychological and physical changes that disrupt the relatively stable personality structure that existed during their elementary school years. It evaluates their feelings of self-worth and stresses that a positive self-image is a prerequisite for healthy personalities in adolescents as well as adults.
Publisher: The Center For Humanities
Elements – Self Awareness, Decision Making, Attitudes & Appreciations

9–12 **JOB APPLICATION** T0168

After completion of this 20 page unit, the student will be able to go through a job application experience successfully. In the suggested activities the student completes a letter of application, fills out application forms (samples included), reviews and studies the most frequently asked questions during interviews, completes a mock interview and writes a follow-up thank-you letter.
Developed by: Anna Gutierney
Element – Employability Skills

GUIDANCE

GRADE

7–A **LEARNING TO BE TOGETHER** C0421

This kit contains 4 filmstrips, 4 cassettes and teacher's guide. It is designed to assist students in examining behavior and attitudes which prevent communication and understanding between people, and to explore different ways of handling these feelings and attitudes. *Keeping People Apart* examines common situations in which miscommunication and misunderstanding occur as a result of unexpressed feelings of anger, hostility, envy, and jealousy. *People Are People* discusses the human need for acceptance and self respect, and how certain groups are not allowed these experiences as a result of prejudice. Three people talk about prejudice and how it affects blacks, Jews, and the handicapped. *Putting People In Boxes* identifies traditional role and career expectations for men and women and how these expectations influence one's choices and behavior. *Love* explores the many facets of this emotion which are not portrayed in stereotyped movies and TV shows. People of different ages, sexes, and backgrounds discuss their feelings about love, affection, touching, marriage, companionship, and passion, and how love can be a part of many different ways of relating.
Publisher: BFA, 1975
Element – Self Awareness

9–12 **INDIVIDUAL CHOICES, LIVING IN THE FUTURE: NOW** C0432

See complete entry under: *Social Studies*

8–12 **CAREERS: EXPLORATION AND DECISION** C0357

This program includes 1 120 page student text, and 1 27 page teacher's guide. This text is for any young person faced with the problem of choosing a career. It is a book of information and ideas designed to deepen insights and broaden perspectives for all pursuing a career. It is designed to help students evaluate their own interests and aptitudes relating to the choice of a career. It describes how to choose careers for personal fulfillment and satisfaction. The book also treats three major areas of career education: self awareness, occupational opportunities, and the decision-making process.
Publisher: Prentice-Hall, 1974
Elements – Attitudes & Appreciations, Career Awareness, Decision Making, Educational Awareness, Employability Skills, Self Awareness

8–A **WHAT COLOR IS YOUR PARACHUTE?** C0383

"Give me a fish, and I will eat for today; teach me to fish, and I will eat for the rest of my life." (Ancient Proverb) This 229 page book is an attempt to teach a person how to fish, with respect to the most difficult task any person faces in life: the job-hunt (whether it be a hunt for a career or for a way to "do your own thing," or just for bread, to make ends meet). This book is designed in a step-by-step method to help the novice or the experienced job-hunter find employment. The chapter titles are: *A Job-Hunting We Will Go; Rejection Shock; You Can Do It; What About Getting Help; Only You Can Decide: What Do You Want To Do?; Where Do You Want To Do It?; You Must Identify the Man or Woman Who Has the Power to Hire You and Show Them How Your Skills Can Help Them With Their Problems;* and *Supplemental Research Notes for Career-Changers.*
Publisher: Ten Speed Press, 1976 (author, Richard Nelson Bolles)
Elements – Attitudes & Appreciations, Career Awareness, Decision Making, Employability Skills, Self Awareness, Educational Awareness

REFERENCE

MEDIA CENTER T0155

This 7 page unit describes the Media Center at Corwin Middle School in Pueblo, Colorado. It describes the functions of the center as a service agency, teaching agency, material center, reading center, equipment center and work area. The goal of the center is to help students become familiar with the world of work. The center houses books, audio-visual units, display materials, periodicals, bibliographies and a human resource list.
Developed by: Josephine Lipich

SPECIFIC PERFORMANCE OBJECTIVES T0114

This is a one page statement of the goals and objectives of the Northeast Colorado BOCES Career Education Project. Their goal is to have this comprehensive system implemented by 1979 in all the Northeast Colorado BOCES Districts.
Developed by: Northeast Colorado BOCES Career Education Project.

HOLYOKE COLORADO CAREER EDUCATION RESOURCES T0109

This 6 page reference document provides a list of over 150 community resources available to the Holyoke Schools. Using this list as a guide, similar resource contacts could be defined in your area.
Developed by: Holyoke Schools K–12 Instructors and Students

CAREER DEVELOPMENT RESOURCES C0120

This bibliography lists over 2,000 films, filmstrips, records, tapes, kits, games, books and other printed materials that were selected by counselors and teachers to meet learning objectives in three areas of career education: self-understanding; the world of work; and career planning and preparation. Items are listed according to grade level; type of material (i.e., film); and one of the three learning objectives listed above. The book also contains a list of publishers and their addresses.
Publisher: Charles A. Jones Publ. Co. (Harry N. Drier, Jr., ed.)

OCCUPATION AND CAREER EDUCATION LEGISLATION C0105

This 64 page book provides for the study of legislation and analyzes the factors leading to the passage and administration of the various acts that affect all of industrial, technical/vocational, occupation, and career education. The text covers legislation from the Morrill Acts of 1862 & 1890 to the Education Amendments Act of 1972.
Publisher: Howard W. Sams, 1973 (Dennis C. Nystrom, author)

CAREER EDUCATION: THE NEW FRONTIER C0121

This 149 page book discusses the effects of career education on both teaching and learning in the average classroom. Information, suggestions for activities, and possible resources are listed. The implementation of career education concepts without disrupting or destroying the present curriculum is the goal of the book. The principles and guidelines that are given will aid in the development of a quality career education program. Stress is placed on the initiation of career education in the schools, with special emphasis given to the elementary program.
Publisher: Charles A. Jones Publ. Co., 1973 (Ralph Ressler, author)

TEACHING FOR CAREER DEVELOPMENT IN THE ELEMENTARY SCHOOL: A LIFE CENTERED APPROACH C0119

This 230 page book explains what career development entails, why career education activities are important in elementary education, and how plans can be developed within a variety of educational settings. It demonstrates how credible resources can be utilized, and suggests how students and community members can exchange ideas. The book's fundamental principle is that career education must be a refocusing of the work of schools on people. Using the examples of social studies, mathematics, science, and language arts areas, teachers are shown ways to meet career development goals without drastic changes in the curriculum.
Publisher: Charles A. Jones Publishing Co., 1973 (Walter Wernick, author)

DICTIONARY OF OCCUPATIONAL TITLES, VOLUME I C0377

The 809 page volume is the basic source of information about occupations in the United States. *The Dictionary of Occupational Titles* (DOT for short) is a lot more than an ordinary dictionary that simply defines words. It not only tries to list every occupation in the country but it also explains what is done in each occupation, how it is done, and why it is done. The *DOT* describes what kinds of aptitudes a person needs, interests, personalities, physical demands, and conditions for each occupation.
Publisher: Superintendent of Documents, U.S. Government Printing Office, 1965

REFERENCE

STAFF AWARENESS: RACIAL, SOCIOECONOMIC, SEX STEREOTYPES LIMIT CAREER POTENTIAL **C0245**

This 175 page manual helps increase and broaden the expectations of teachers toward the career potentials of all students. The program is designed to aid teachers to: (1) gain a greater awareness of the career potential of each student irrespective of the student's sex, ethnic background or socioeconomic status; (2) develop a greater awareness of the relationship between student behavior directed by the teacher and the teacher's expectations for the students; (3) broaden career expectations that the teacher holds for each student; (4) change attitudes and behavior that may limit student aspirations and/or achievement; and (5) develop instructional strategies and classroom behavior that assists students to broaden career aspirations. The program applies these goals through a local study to assess the needs and existing situation; a ten hour in-service program; and implementation in the classroom.
Developed by: Ohio State University, Center for Vocational Education, 1974

SOME HELPFUL IDEAS K–6 **T0105**

This 16 page guide was designed to point out the need for career education; to explain the goals and objectives of the N.E. Colo. BOCES Career Project; to list some career education concepts; and to provide guidelines and a sample lesson plan implementing these concepts. Over one hundred ten concepts are listed, such as the importance of all individuals; basic skill development is related to the kinds of jobs that we will be performing later in life; that creativity can be expressed in an occupation; etc. These concepts are also listed under the grade level appropriate for that concept. A sample lesson plan is given for a mathematics class to illustrate the guidelines for developing lesson plans.
Developed by: N.E. Colorado BOCES, Al Renzelman, coordinator

STAFF DEVELOPMENT GUIDELINES & PROCEDURES FOR COMPREHENSIVE CAREER EDUCATION **C0243**

This 216 page manual focuses on suggested goals, strategies, and resources for planning and conducting a comprehensive local staff development program in career education. The guidelines should be especially helpful to local education agencies, state education agencies, and university/college personnel who are responsible for planning an in-service education program for all staff. Major topics are: the need for staff development in career education; the role and function of the in-service coordinator; planning, organizing and conducting training programs; suggested in-service programs for specific groups; evaluating the staff development effort; and sources of in-service education assistance.
Developed by: Ohio State University, Center for Vocational Education, 1974

CEPAC – PROJECT SUMMARY **T0014**

This is a 14 page administrative materials summary of the Project – *Career Education – A Process of Attitude Change (CEPAC).* The summary explains the philosophy of the project, who is involved in the project and also lists some of the units completed.
Developed by: Dr. William J. Nelson

CLUSTERS WITH OCCUPATIONAL JOB CATEGORIES **T0016**

A 36 page guide giving detailed breakdown on all of the 15 USOE Career Clusters in diagram form. The diagram presents career categories under each of the clusters and specific job careers available under each of the categories. The entire taxomony is also grouped by suggested grade level which provides the curriculum planner a suggested scope and sequence to the presentation of career to grades 1 through 6.
Developed by: Harrison School District #2.
Clusters – All
Element – Career Awareness

GUIDE FOR WRITING CURRICULUM UNITS **T0044**

This 46 page pamphlet provides teachers with a guide to aid in preparing instructional units. A sample unit for grade 7 is included.
Developed by: Jannice J. Rippetoe Cromwell

CAREER EDUCATION AND THE COUNSELOR **X0232**

The two page list contains twenty competencies suggested by Dr. Hoyt, Assistant U.S. Commissioner of Education and Head of Career Education, is needed by counselors if they are to effectively help implement career education.
Developed by: Dr. Hoyt
Elements – All

REFERENCE

ATTITUDE CHANGE IN-SERVICE PROGRAM C0252

This program consists of 5 manuals, and is designed to develop more favorable participant attitudes toward career education. Specifically, it addresses: (1) involving the participants in learning activities that will increase the likelihood of their continued participation in the in-service program; (2) Inducing the participants to critically assess career education materials in order to integrate this information with their own areas of expertise; and (3) Engaging the participants in role-playing behavior that is inconsistant with their private feelings in order to optimize an attitude change favoring career education.
Developed by: Ohio State University, Center for Vocational Education, 1974

THE ADMINISTRATION OF CAREER EDUCATION C0249

This program is made up of 8 modules and a facilitator's guide. It is designed for administrators and provides an orientation to the concept of career education, and its effect on the district educational philosophy; it deals with the change process that will occur, assesses user needs, explains how to reorganize staff, identify resources, and plan and evaluate the fiscal effort. The final topic deals with the construction of an implementation plan that will aid in the logical and timely development, implementation and validation of the districts' efforts. Administrators at many levels of operation may be served by these guides, including department heads, building principals, curriculum directors, vocational education coordinators, and superintendents of school districts.
Developed by: Ohio State University, Center for Vocational Education, 1974

STAFF DEVELOPMENT IN CAREER EDUCATION FOR THE ELEMENTARY SCHOOL C0250

This program consists of 7 modules which may be used separately or in sequence; and can be used individually or in groups under the direction of a local staff development coordinator. The use of these modules depends on several factors – local needs, curriculum materials available, previous in-service programs, etc. Titles are:
Module I – *Career Education: An Integrating Process*
Module II – *Essentials of Career Development Theory*
Module III – *Self Concept Development*
Module IV – *Child Study*
Module V – *Curriculum*
Module VI – *Community Involvement in a Career Education Program*
Module VII – *Career Education and Minorities*
Developed by: Ohio State University, Center for Vocational Education, 1974

IN-SERVICE COORDINATION OF CAREER EDUCATION C0247

This program of a 170 page manual, 3 filmstrips and 3 cassettes is designed to familiarize school personnel with the functions and responsibilities that could and/or should be assigned to the in-service coordinator within career education programs. These are: (1) instructional design and implementation; (2) evaluation; (3) instructional materials development and use; (4) administration; and (5) public relations within both the school and community. The intended audience includes local district personnel as well as teacher educators who are interested in or responsible for the selection and training of personnel.
Developed by: Ohio State University, Center for Vocational Education, 1974

ORIENTATION TO CAREER EDUCATION – A GROUP APPROACH C0248

This program is made up of 6 modules plus a facilitator's guide. It is designed for several audiences, state department consultants, school districts' in-service coordinators, and college and university instructors. The program provides a general orientation in four different areas: (1) historical content and factors that have stimulated the need for career education; (2) foundations of career education and means for its operationalization; (3) cooperative efforts necessary between educational staff and community personnel; and (4) implementation strategies. The six modules can be used separately or in a variety of sequences to meet specific needs. Titles of each module are: *I. Why Career Education? II. Focusing on Suportive Interests and Local Needs III. Career Education Theory, Goals, and Planning Considerations. IV. Career Education Models and Implementation Strategies. V. Role Identification in Career Education. VI. Resources in Career Education.*
Developed by: Ohio State University, Center for Vocational Education, 1974

ORIENTATION TO CAREER EDUCATION – AN INDIVIDUALIZED APPROACH C0244

This 154 page manual is programmed for individual school personnel who wish to get an overview of career education. Educators are introduced to: (1) a rationale for career education; (2) the four major career education models currently developed by the National Institute of Education; (3) the goals and objectives of the school-based career education model; and (4) specific functions of different components within the school-based career education model. Each unit contains goal statements, an introduction, performance objectives, content, study exercises and answers, and a post test. A pre-test allows users to identify the materials they already know. The program is estimated to take an average of five to six hours to complete.
Developed by: Ohio State University, Center for Vocational Education, 1974

REFERENCE

THE COMMUNITY AND SCHOOL-BASED CAREER EDUCATION **C0255**

This program is made up of 6 units and presents materials (references, planning models, and suggestions for developing programs and practices) for securing community support and participation in career education. Through business, industry, social agencies, and community agencies, students can obtain information and experiences for all stages of career development – early career awareness, exploration, preparation, initial placement and trial and recycling or mid-career change. This program suggests that these community resources participate directly in delivering education. Titles Are: *Community Involvement and the Schools; Organizing for Community Involvement; Parents and School-Based Career Education; Career Education: Its Implications for American Minorities; American Business and School-Based Career Education;* and *The Student and the Involved Community: A Scenario.*
Developed by: Ohio State University, Center for Vocational Education, 1974

AN INTRODUCTION TO CAREER EDUCATION **C0122**

This 341 page book has been designed to give educators a basic understanding of career education by describing the history of career education movements, and by defining career education. Other information given includes: elements of career education; objectives and goals; concepts included in career education; weaknesses and/or voids in emerging programs; and representative models of career education. Suggestions are also given for implementation, and for coordinating guidance and counseling activities.
Publisher: Charles A. Jones Publ. CO., 1973 (John B. Stevenson, author)

STAFF DEVELOPMENT PROGRAM FOR IMPLEMENTATION OF CAREER EDUCATION TEACHER'S GUIDES **C0253**

This program consists of two manuals, one an individualized instructional approach, the other a group approach, to be used in a in-service workshop. The program is designed for teachers and other instructional staff who will be using the teacher's guides for any of the materials developed by The Center For Vocational Education, The Ohio State University. In order to use this program, it is necessary to have a specific teacher's guide from one of the other units available because this program looks at the guide's format, concept, purpose, profile and the kinds of resources necessary for implementation.
Developed by: Ohio State University, Center for Vocational Education, 1974

STAFF DEVELOPMENT PROGRAM FOR PROMOTING MORE EFFECTIVE USE OF COMMUNITY RESOURCES IN CAREER EDUCATION **C0254**

This program consists of 9 manuals in two sections. The first section is an overview of the program; the second section covers the in-service program in 8 modules. The program has been developed for educators who will need to utilize community resources. Titles are:
Section I: *Overview and Management Plan*
Section II: *In-Service Program*
- Module A: *Community Resources & Career Education*
- Module B: *Use of Local Community Resources*
- Module C: *Use of Local Community Resources*
- Module D: *Using Field Trips*
- Module E: *Experiencing the Work Setting*
- Module F: *Using Community-School Advisory Committees*
- Module G: *Involving Community Organizations*
- Module H: *Application Activity*

Developed by: Ohio State University, Center for Vocational Education, 1974

TEACHER AIDES IN COMPREHENSIVE CAREER EDUCATION **C0251**

This program consists of four manuals, 8 filmstrips, and 8 cassettes. It is designed to assist school personnel and others to recognize the potential that community adults can make to career education as instructional aides. The program may be used as an individualized instruction plan as well as a group process program. The 4 modules cover: 1) the role of teacher aides in comprehensive career education; 2) role identification and team building skills; 3) communication skills; and 4) instructional activities relevant to comprehensive career education. Teachers, teacher aides, and administrators have separate manuals. The administrator's manual covers the first module, the teacher's manual covers the first two modules, and the teacher aide's manual covers all four modules.
Developed by: Ohio State University, Center for Vocational Education, 1974

REFERENCE

U.S. INDUSTRIAL OUTLOOK 1976 C0379

This 465 page book presents an analytic review of major industry in the United States for 1975, and offers one year and ten year economic projections. It covers 85 percent of the total value of U.S. manufacturing industry shipments. Industry analyses cover supply and demand, foreign trade, technological developments and employment. Capital, energy and anti-pollution requirements of the individual industries are discussed, where relevant.
Publisher: Superintendent of Documents, U.S. G.P.O., 1976

CAREER EDUCATION: A PROPOSAL FOR REFORM C0381

This 334 page book is for parents, teachers, administrators, and all those concerned with the quality of learning and the crises in the classrooms. It discusses the ways in which career education seeks to make schooling more relevant for children, young people, and adults. It describes the current impact on schools, colleges, vocational institutions, and businesses. It also examines the pros and cons of career education and responds to its critics and detractors.
Publisher: McGraw-Hill Book Company, 1974, (author, Sidney P. Marland, Jr.)

CAREER EDUCATION SURVIVAL MANUAL C0384

This 131 page book is designed for anyone who wants a fast general overview of "what" people say career education is and "how" they are going about doing it. The content is based on firsthand impressions of programs around the country, interviews with a number of people, and reviews of written programs and their evaluations. The purpose of this book is to underline some significant career education concepts and issues that are being addressed by practitioners, planners, and researchers alike.
Publisher: Olympus Publishing Company, 1975 (author, Larry McClure)

THE BOUNDLESS RESOURCE C0382

This 205 page book is the result of a two year study into the connections between the world of education and world of work. Williard Wirtz (author) and a 24 member committee of business and education leaders discuss the existence of a widening gap between the expectations and the realities of education and work in modern America. Spotlighted in their thoroughgoing analysis are the millions of Americans who would profit from a better integration of the traditionally separate worlds of work and education: 16 to 19 year olds stranded somewhere between school and work; women in growing numbers who include motherhood and job in needed and wanted careers but find their paths blocked by the bureaucracies of work and education; workers automated out of a job, or ambitious for a better job, who cannot get the training or retraining they need; members of minority groups who cannot take advantage of educational or work opportunities designed primarily for others; and people over sixty, etc.
Publisher: The New Republic Book Company, 1975, (author, Willard Wirtz and the National Manpower Institute)

CAREER EDUCATION: CONTRIBUTIONS TO AN EVOLVING CONCEPT C0380

This 438 page book is a collection of papers by Dr. Kenneth B. Hoyt. From the beginning Dr. Hoyt has had much to do with the genesis of the career education movement. Dr. Hoyt has pulled together speeches, articles, and papers, which in his opinion provide the best overview of his approaches to the concepts, institutions, and practices of career education. Dr. Hoyt's papers illustrate the stages in the development of career education concepts and thoughts on the future of the career education movement.
Publisher: Olympus, 1975

AGRI-BUSINESS AND NATURAL RESOURCES

GRADE

1–2 **THE MILKMAN** T0268

The major purpose of this five page unit is to introduce the milkman and the dairy farmer to primary students. Through the suggested activities, the children learn to identify dairy products. A pre-test and post test are included.
Developed by: Doris Mays
Clusters – Agri-Business & Natural Resources, Consumer & Homemaking, Marketing & Distribution
Element – Career Awareness

K–3 **FARMING** T0270

This six page unit acquaints students with the life of a farmer, his variety of activities, the equipment he uses, the results of his work in crop and animal production, and helps children understand the source of the food they eat. Eight student activities are provided including lab activities such as growing plants, incubating eggs and churning butter. At the conclusion of this unit, a short test for evaluation purposes may be given (test included). Local resource contacts will need to be adapted to your local area.
Developed by: Lela Eck, Lois Hood
Elements – Career Awareness, Attitudes & Appreciations

6–10 **VEGETABLE CROP FARMING CAREERS ACTIVITY PACKET** T0025

A 59 page activity packet was designed to create interest and provide the student with basic information about a career in vegetable crop farming. It contains directions, a programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond
Element – Career Awareness

6–10 **LOGGING** T0029

This LAP was designed to create interest and provide the student with basic information about a career in logging. It contains directions, a 34 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc. – and a vocabulary sheet. An instructor's guide contains rationale, objectives, and suggested additional activities.
Developed by: Richard Richmond
Element – Career Awareness

6–10 **POTATO WAREHOUSING** T0030

A packet designed to create interest and provide the student with basic information about a career in potato warehousing. It contains directions, a 35 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond
Element – Career Awareness

6–10 **LIVESTOCK PRODUCTION – RANCHING CAREERS** T0031

A packet designed to create interest and provide the student with basic information about a career in ranching. It contains directions, a 42 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond
Element – Career Awareness

6–10 **VETERINARY MEDICINE** T0036

A 43 page career education learning activity packet designed to create interest and provide the student with basic information about a career in veterinary medicine. It contains a 34 page programmed student workbook, student guide/manual – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond
Element – Career Awareness

AGRI-BUSINESS AND NATURAL RESOURCES

GRADE

4–7 **FOREST AND FOREST PRODUCTS** C0184

The unit includes 4 captioned filmstrips with 1 teacher's guide. Today, trees are grown on tree farms. This series examines the Pacific Coast lumber industry from the planting of the trees to the end products of finished lumber, plywood and paper. Heavy equipment is shown in operation, as are the jobs, from the "toppers" who trim the trees before they are felled, to the operators of the paper-making machines and the forklift trucks. The titles are: *Redwood Lumber Industry: The Lumber Mill; Redwood Lumber Industry: The Planing Mill; Plywood Industry; Paper Industry: Trees In the Forest; Paper Industry: The Paper Mill.*
Publisher: BFA
Clusters – Agri-Business & Natural Resources, Environmental Control
Element – Career Awareness

1–2 **DAIRY INDUSTRY** T0265

This eight page unit studies the dairy and gives the children an understanding of an industry that is a vital part of their daily lives. The processing of milk and milk products is one of our largest industries. The students develop an understanding of numerous uses of milk and the many occupations connected with the handling of milk from the dairy farm, through the processing plant, to the stores, until it reaches their table. It is important that children develop an understanding of the interdependence of the people in our community. A bibliography for teachers and a bibliography for students are provided along with suggested films and filmstrips.
Developed by: Patricia Coyne
Clusters – Agri-Business & Natural Resources, Consumer & Homemaking
Element – Career Awareness

4–6 **RANCHING** T0010

This 24 page instructional unit is designed to help the students become aware of the working conditions, type of work and problems which are dealt with in the ranching area. This booklet contains: purpose, objectives, pre and post test and suggested activities.
Developed by: Jeannie Short
Elements – Career Awareness, Economic Awareness

K–4 **DAIRY FARM AND THE DAIRY** C0183

The unit includes 4 filmstrips with corresponding cassette narration and 1 teacher's guide. The dairy farm owner today is a combination farmer and businessman, but every member of the farm family still helps with the work from the youngest up. The modern 214 acre dairy farm of a Wisconsin family is the setting for this introduction to how dairy products are produced. Crops are an important part of the dairy farms, but everything revolves around the herd of 40 dairy cows. The 2 final strips show how the milk is processed at cooperatives into cheese, butter, dry milk, etc., for a comprehensive look at modern dairy farming.
Publisher: BFA
Clusters – Manufacturing, Agri-Business & Natural Resources
Element – Career Awareness

All **COLORADO BEEF BOARD**

See complete entry under: *Business & Industry.*

All **COLORADO CATTLEMAN'S ASSOCIATION**

See complete entry under: *Business & Industry.*

All **COLORADO MINING ASSOCIATION**

See complete entry under: *Business & Industry.*

All **EXXON CORPORATION**

See complete entry under: *Business & Industry.*

All **MOBIL OIL CORPORATION**

See complete entry under: *Business & Industry.*

AGRI-BUSINESS AND NATURAL RESOURCES

GRADE

7–9 **THE BEAR WENT OVER THE MOUNTAIN** T0142

An eight page unit providing a pre-test and a post test. Emphasis is placed on the importance of wildlife conservation in five major ways: to become familiar with life patterns of ten species of Colorado wildlife; to recognize, by name, Colorado game animals; to demonstrate that licensed hunting is beneficial for the control of the animal population and provides food and recreation for man; to predict the consequences of an unbalanced ecosystem; and to recognize predator-prey relationships. Suggested materials are listed.
Developed by: D. Meier
Cluster – Agri-Business & Natural Resources, Hospitality & Recreation, Environmental Control
Element – Attitudes & Appreciations

K–1 **HOW BUTTER IS MADE** T0215

This eight page unit contains six suggested student activities including shapes for flannel board figures and a butter book. Through this careerpac, students gain a basic knowledge of the people and work involved in processing butter as well as the general concept of the work of a dairy. Students will also develop the skill of sequencing. Many specific resources and materials are listed.
Developed by: Colleen Sawyer
Clusters – Agri-Business & Natural Resources
Element – Career Awareness

1–5 **WORKING WITH TREES** C0235

This 134 page notebook includes text, teacher's guide, duplicable student materials, and evaluation guides. This unit demonstrates the relationship between trees and the people who work with them; the role of trees in the environment, such as soil conservation; the wealth of resources they provide, from chewing gum to maple syrup, medicines to tires; and ways to conserve trees. In the United States alone, more than 5,000 products are made from trees. Some occupations listed are woodcutter, fruit farmers, carpenters, furniture makers, perfume factory chemists, paper mill workers, stationery store workers, lumber salespersons, forest ranger, tree surgeons, nursery worker, etc.
Developed by: Ohio State University, Center for Vocational Education, 1974
Elements – Career Awareness, Educational Awareness, Economic Awareness

8–12 **AGRIBUSINESS** C0300

This unit includes 4 filmstrips, 4 cassettes and 1 teacher's guide. The viewer visits a traditional self-sufficient farm, a dairy farm, a livestock ranch and a field crop fram. It points out that although the technology of modern agriculture is impressive, it is the man behind the hardware that makes it work. By traveling to many of the top farms in the country through the eyes of the camera, the viewer will learn firsthand what it means to be an American farmer.
Publisher: Educational Dimensions Group, 1976
Elements – Attitudes & Appreciations, Career Awareness, Economic Awareness

K–4 **THE FOODS WE EAT** C0032

This kit of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a series that explains where different foods come from, and the different tasks necessary before the food is delivered to the people. The series helps students understand the basic economics of production, distribution, and consumption of food, and the importance of people who bring us our food. Titles are: *How We Get Bread;* and *How We Get Milk.* Not in the kit, but also available, are: *How We Get Meat; How We Get Poultry and Eggs; How We Get Fruit;* and *How We Get Vegetables.*
Publisher: SVE/Burt-Munk & Co., 1971
Clusters – Agri-Business & Natural Resources, Consumer & Homemaking
Element – Attitudes & Appreciation, Economic Awareness

K–4 **THE STORY OF MILK** C0045

These two captioned super 8mm film loops are part of a 4 cartridge set that describes how we get milk, and the many workers involved in getting the milk to the consumer. Selected frames are captioned to identify significant objects and activities. Their titles are: *How Milk is Processed,* and *How Milk Comes to You.* Other titles not contained in this set, but available are: *The Dairy Cow,* and *How a Cow is Milked.* Each film loop is approximately 4 minutes long.
Publisher: SVE-Burt Munk & Co., 1967
Clusters – Marketing & Distribution, Agri-Business & Natural Resources
Element – Career Awareness

AGRI-BUSINESS AND NATURAL RESOURCES

GRADE

All **MONFORT OF COLORADO**

See complete entry under: *Business & Industry.*

All **ROCKWELL INTERNATIONAL**

See complete entry under: *Business & Industry.*

All **SUN OIL COMPANY (SUNOCO)**

See complete entry under: *Business & Industry.*

All **PUBLIC SERVICE COMPANY OF COLORADO**

See complete entry under: *Business & Industry.*

6–8 **BEEF, FROM FEEDLOT TO TABLE** **T0144**

This 13 page unit includes 4 pages of materials and resources, activities, and suggestions for speakers. By discovering what individuals in the beef industry contribute to the total community, the student through the use of research skills will be able to visualize how beef is processed from feedlot to the dining room table. Students will also gain knowledge about careers available in the beef industry. This unit suggests the use of additional material and human resources.

Developed by: D. Santry, J. Radcliff, J. Mumper, R. McDaniel, C. Lipich

Clusters – Marketing & Distribution, Agri-Business & Natural Resources, Hospitality & Recreation, Consumer & Homemaking

Elements – Career Awareness, Economic Awareness

BUSINESS AND OFFICE

GRADE

8–12 **CAREERS IN THE WORLD OF COMPUTERS** **C0306**

This unit includes 3 filmstrips, 6 cassettes and 1 teacher's guide. Mr. Don Ridge of I.B.M. and Mr. Larry Olsen of UNIVAC explain just what a computer is, the different kinds, how they are used in industry and the wide range of careers that are open to high school as well as college students. In taped cassette interviews, young working men and women discuss their specialty, training and how they landed their first job. The following careers are shown: tape librarian, systems analyst, key punch operator, control clerk, computer programmer, and computer operator.
Publisher: Educational Dimensions Group, 1969
Elements – Career Awareness, Educational Awareness

7–12 **OFFICE OCCUPATIONS** **C0352**

This 105 page book is designed to inform the reader about offices and the many careers in offices. It describes government offices, managers, office operations, keeping records, secretaries, office machines, basic office skills, and working for an elected official. Also included is a bibliography of related office career books.
Distributor: Hale
Elements – Career Awareness, Educational Awareness

7–12 **YOUR FUTURE IN BANKING** **C0342**

This 160 page book is designed to inform the reader about banking, and the many careers in the banking field. It describes the background of banking, personal qualities that a banker should possess, departments within a bank, banking policies, opportunities, and interviewing techniques. This book also includes a glossary of bank services and a selected reading list.
Distributor: Perma-Bound
Elements – Career Awareness, Economic Awareness, Educational Awareness

10–A **COMMUNICATING WITH THE COMPUTER: INTRODUCTORY EXPERIENCES – BASIC** **CO 110**

This 410 page book teaches the fundamental vocabulary of BASIC, and because it is an introduction to computer programming, the mathematics involved has been kept simple. Since there is hardly a vocational or professional field in which computers are not used, it is important for the future career person to have a knowledge of the basics of computer programming. Besides information on the BASIC language, other sections include information on the historic development, capacities, modern uses of computers, and career opportunities in the field. Examples are taken from uses of computers in medicine, art, education, industry and sports, etc.
Publisher: Allyn and Bacon, 1975
Clusters – All
Elements – Beginning Competency & Skill Awareness, Career Awareness, Educational Awareness, Economic Awareness

All **ARTHUR ANDERSEN AND COMPANY**

See complete entry under: *Business & Industry*.

All **BOETTCHER AND COMPANY**

See complete entry under: *Business & Industry*.

All **COLUMBIA SAVINGS AND LOAN ASSOCIATION**

See complete entry under: *Business & Industry*.

All **SECURITY LIFE OF DENVER**

See complete entry under: *Business & Industry*.

All **VAN SCHAACK AND COMPANY**

See complete entry under: *Business & Industry*.

BUSINESS AND OFFICE

GRADE

1–3 **THE SERVICE STATION** C0242

See complete entry under: *Marketing & Distribution.*

7–12 **YOUR FUTURE IN YOUR OWN BUSINESS** C0343

See complete entry under: *Communications and Media.*

8–12 **CAREER EXPLORATION: A WORKING COUPLE** C0404

See complete entry under: *Guidance.*

9–12 **OPPORTUNITIES FOR TYPISTS AND STENOGRAPHERS** T0167

The purpose of this 5 page unit is to create an awareness of the variety of businesses using a typist or a stenographer. Included in the five suggested activities are research by students into available jobs, and the use of guest speakers.
Developed by: Mary Ann Glach
Element – Career Awareness

6–9 **HOSPITAL ADMINISTRATION** T0294

In this 9 page unit the objective is to teach the educational and training requirements for the career of hospital administration and to become aware of advantages (disadvantages) and responsibilities of this career. This unit contains a pre-test, a post test, activities and a bibliography. Additional careers that are introduced are business administrators, accountant, equipment specialist, personnel director, counselor and cost analyst.
Developed by: Oran F. Milner
Clusters – Business & Office, Public Service, Health
Element – Career Awareness

7–A **JOBS IN DATA PROCESSING** C0292

The unit includes 6 filmstrips, 3 records and 1 filmstrip guide. The unit uses a documentary approach with on-the-job interviews in the following careers; *Control Clerk; Keypunch Operator; Computer Operator; Programmer; Custom Engineer* and *Sales Representative.* Each interview shows the personality qualities desirable and the educational requirements, ranging from typing experience to a college degree. The filmstrips also show how an initial job choice in data processing can lead to a number of more skilled and better paying related careers in this field.
Publisher: Coronet Instructional Media, 1974
Elements – Career Awareness, Educational Awareness

10–A **ELEMENTS OF COMPUTER CAREERS** C0111

This 344 page book provides awareness, exploration, and hands-on work experiences in computer careers. Access to a computer or remote terminal is desirable, but not necessary. Chapter titles are: "The Computerized Society," "The Nature of the Computer System," "Input and Output Devices," "The Computer Itself," "Computer Programming," "Techniques and Tools," "Systems Analysis and Design," and "Computer Careers in Perspective."
Publisher: Prentice-Hall, 1976
Elements – Beginning Competency & Skill Awareness, Career Awareness, Educational Awareness

9–A **INTRODUCTION TO BUSINESS AND OFFICE CAREERS**

This unit of textbook and teacher's guide is designed to allow students to perform some of the activities in business & office careers, and in this way, to become aware of the processes, skills, knowledge and environment common to these careers. The main purpose of business and office workers is to process information, communicating, classifying, recording, computing, sorting, summarizing, storing and retrieving information to facilitate management. The student experiences these activities as he establishes and runs a Youth Placement Agency in the classroom.
Publisher: McKnight, 1975
Elements – Self Awareness, Career Awareness, Beginning Competency & Skill Awareness

9–12 **OFFICE WORKER SERIES** C0275
EMH

This set consists of 5 filmstrips, corresponding cassette narration, and teacher's guide. This series was designed to give EMH students a view of the inner workings of a business office. Also discussed are areas of behavior and getting along with others as well as dress and personal hygiene. Unit titles are: *Using the Telephone, Taking Messages, Getting Along With Fellow Workers, Business Manners* and *Filing.*
Publisher: Interpretive Education, 1973
Element – Beginning Competency & Skill Awareness

COMMUNICATIONS AND MEDIA

GRADE

8–12 **CAREERS IN COMMUNICATIONS** C0309

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. The unit is an in-depth view of the TV and radio field as a potential career area. It explains the structure of the industry, kind of training necessary, tips on breaking in, and a look into the specialized job opportunities in communications and media. The student will see behind the scenes of a major television studio, and a local radio station.
Publisher: Educational Dimensions Group, 1976
Elements – Career Awareness, Educational Awareness

7–12 **YOUR FUTURE IN BROADCASTING** C0347

This 125 page book is designed to inform the reader about the 4 major areas of broadcasting: production, engineering, sales and management. It describes how one can best prepare himself or herself for employment in the broadcasting field and what one might expect in the way of pay, working conditions, and the future. Other topics discussed are: education, job opportunities in other fields, opportunities for advancement, geographical locations, writing a resume, health, and women and the TV world.
Distributor: Perma-Bound
Element – Attitudes & Appreciations, Career Awareness, Educational Awareness

7–12 **YOUR FUTURE IN PUBLISHING** C0346

This 140 page book is designed to present a general picture of the various kinds of publishing organizations and a survey of the job opportunities in each. It gives an overall picture of the workings of newspaper, magazine and book-publishing companies as well as descriptions of the positions available, the duties involved and the education and aptitudes required for each. Also included is data on present salaries and potential financial rewards. Also described are the mechanics of job hunting, writing resumes, interviewing, and hints on undertaking a successful job campaign.
Distributor: Perma-Bound
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness, Self Awareness

8–12 **CAREERS IN FILM MAKING** C0310

This program includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This two part series is an informative look into every aspect of the field of film making. Using interviews with film makers Reggie Wells, Dick Young and Andy Warhol, the techniques of film making, the different areas (i.e. industrial, feature, underground, T.V., etc.) the job opportunities and the best way to get into this exciting field are discussed and explored.
Publisher: Educational Dimensions Corporation, 1971
Elements – Career Awareness, Educational Awareness

8–12 **CAREERS IN TELEVISION** C0305

This program includes 1 filmstrip, 1 cassette, and 1 teacher's guide. Bob Jones, T.V. commercial producer of the Kelly-Nason Advertising Agency in New York City, explains how students can pursue a career in the exciting and lucrative field of advertising. Mr. Jones takes the students behind the scene to explain all that goes into the making of a commercial, from the time the commercial idea is born, nurtured, "kicked around," drawn-up, discussed with the executives of the agency, presented to the client, and now the commercial is actually filmed. The careers of the cameraman, lighting personnel, set designers, cosmeticians, directors and writers are viewed with regards to television.
Publisher: Educational Dimensions Corporation, 1968
Element – Career Awareness

8–12 **PEOPLE WHO MAKE MOVIES** C0304

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This program introduces the art of making movies in a two step process. Part one assumes the viewer has little or no knowledge of the basics of filmmaking. With student filmmakers as examples, it illustrates the fundamental skill involved in putting a major production together. The various occupations of filmmakers are introduced with attention to economics. Emphasis is placed on moviemaking as a field which requires cooperation, and coordination of many tools and people.
Publisher: Educational Dimensions Group, 1976
Elements – Career Awareness & Economic Awareness

10–12 **JOURNALISM** T0195

This 103 page unit has students doing tasks related to journalism so that they develop marketable skills. Many journalism occupations are introduced, and information on schooling, job requirements, job availability and salaries is included. In all, 15 sets of supplemental reference materials are provided.
Developed by: Maxine Hughes
Elements – Beginning Competency & Skill Awareness, Career Awareness, Employability Skills

COMMUNICATIONS AND MEDIA

GRADE

K–3 **OFF WE GO TO THE POSTER PRINTER** **C0065**

This set consists of 1 filmstrip, 1 cassette, and 1 teacher's guide/reading script. Along with Mark, students discover how many fascinating tasks go into commercial poster making. They meet people who select and design poster pictures, think up captions, create layouts, make color separations and plates, and run the giant presses. They also understand the importance of printing as a form of communication.
Publisher: Guidance Associates, 1974
Cluster – Communications & Media
Element – Career Awareness

4–8 **MANY PEOPLE MANY CAREERS** **C0123**

The multi-media kit contains 4 filmstrips with corresponding cassette narration, and 1 teacher's guide. It is designed to help students understand that they are important in the tasks they are performing now; and that, as adults, they will be important in whatever career activity they choose to follow. Another emphasis is placed on the wide range of careers one can choose, depending on one's interests, strengths and values. The careers presented are vocational, technical, and professional in scope; they fit into the students' experiences and background. The students will see adult men and women using basic skills that they themselves may be learning right now, in school.
Publisher: EMC Corporation
Clusters – Communications & Media, Health
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciation

10–12 **THE WORLD OF COMMUNICATIONS, AUDIOVISUAL MEDIA** **C0092**

The kit includes 1 student text, 3 activity manuals, and one teacher's guide. *Audiovisual Media* combines learning with experience for high school students so they get an overview of what audiovisual communications is all about. Students learn how to send and receive messages for successful communications on a personal level, and then learn to apply these techniques and processes on a larger scale to communicate through the mass media system of radio, motion pictures, and television. They learn to use messages to inform, influence and entertain others. The total package also includes, but not available, transparencies, wall charts, cassettes and filmstrips.
Publisher: McKnight Publishing Co.
Cluster – Communications & Media
Elements – Self Awareness, Educational Awareness, Career Awareness, Beginning Competency & Skill Awareness, Attitudes & Appreciation

10–12 **THE WORLD OF COMMUNICATIONS, VISUAL MEDIA** **C0093**

The activity oriented English program includes 1 student textbook, 1 activity manual, and 1 teacher's guide. It is designed to help students understand the processes of printed communications in today's world to aid in their development as knowledgeable citizens and to realize the need for such communications in today's complex and ever-changing world. Students are made aware of the fact that success in almost all facets of life is largely dependent on the ability to communicate well. The unit also provides career guidance information in communications, media and systems. The entire program is divided into three major sections – overview, analysis, and synthesis. Also available, but not in this unit are, instructional aids and devices and achievement test.
Publisher: McKnight Publishing Company
Cluster – Communications & Media
Elements – Career Awareness, Beginning Competency & Skill Awareness

9–A **INTRODUCTION TO COMMUNICATIONS CAREERS** **C0098**

This unit of text activity manual and teacher's guide covers the basic elements of communications. Students plan, write, rehearse, present and tape a five minute radio program complete with sound effects, music, and a commercial announcement. Television and motion pictures are also discussed.
Publisher: McKnight, 1975
Elements – Self Awareness, Career Awareness, Beginning Competency & Skill Awareness

8–12 **WRITING CAREERS IN ADVERTISING** **C0299**

This unit includes 1 filmstrip with corresponding cassette and a teacher's guide. How does an advertisement start? Where does it come from? Questions like these are answered by Mr. Schoenfeld the president of Kelly-Nason Advertising firm. The program shows how an advertisement is developed from the idea stage till it is published in newspapers and magazines or produced on television or radio. Mr. Schoenfeld stresses the importance of getting as much education as possible.
Publisher: Educational Dimensions Corporation, 1968
Clusters – Fine Arts & Humanities, Marketing & Distribution
Elements – Career Awareness, Educational Awareness, Self Awareness

COMMUNICATIONS AND MEDIA

GRADE

9–12 **RADIO, TV CAREERPAC** **T0186**

This 8 page unit is intended to guide students exploring the area of mass media. Students will edit and produce a radio program which includes the news, weather, sports and advertisements. Peers evaluate the programs as well as speeches which are performed.
Developed by: Frank Sagona
Elements – Self Awareness, Career Awareness

7–A **JOBS IN PRINTING** **C0290**

The unit includes 8 filmstrips, 4 records and 1 filmstrip guide. Each of the 8 filmstrips shows a job in printing and discusses the duties, qualifications, work study experience, income level, employment outlook, negative aspects and information on how to find printing jobs. The filmstrip titles are: *Layout and Graphic Design; Typesetter; Lithographic Cameraman; Photoengraver; Offset Pressman; Letterpress Operator; Bookbinding;* and *Assistant Production Manager.*
Publisher: Coronet Instructional Media, 1972
Clusters – Communications & Media, Fine Arts & Humanities
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

7–12 **ELECTRONICS** **C0415**

This program contains 6 filmstrips, 3 cassettes, 1 career rating chart, and a counselor's key. This series is designed to help students to intelligently choose a career. This series provides perspective and insight for students selecting a career in electronics. This series includes 1 overview filmstrip of the electronics field and 5 filmstrips covering individual electronic jobs; *Electronic Technician, Radio and TV Repair, Broadcast Technician, Communications Technician,* and *Industrial Electronics Technician.* Sources for additional information are also included.
Publisher: Acoustifone
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

7–12 **BASIC PHOTOGRAPHY** **C0288**

See complete entry under: *Fine Arts & Humanities.*

All **THE DENVER POST**

See complete entry under: *Business & Industry*

All **MOUNTAIN BELL**

See complete entry under: *Business & Industry*

All **NATIONAL CABLE TELEVISION ASSOCIATION**

See complete entry under: *Business & Industry*

CONSTRUCTION

GRADE

10–12 **THE ROLE OF THE BUILDING CONTRACTOR** T0237

See complete entry under: *Industrial Arts.*

9–12 **WOOD PRODUCTS** T0238

See complete entry under: *Industrial Arts.*

10–12 **WOODWORKING AND METAL CASTING** T0239

See complete entry under: *Industrial Arts.*

All **STEARNS-ROGER**

See complete entry under: *Business & Industry.*

All **STURGEON ELECTRIC COMPANY, INC.**

See complete entry under: *Business & Industry.*

4–7 **MAKING TOYS THROUGH TEAMWORK** C0240

This 115 page notebook contains teacher's guide, duplicable student materials, 31 page student resource booklet, and evaluation guides. This unit introduces students to wood construction and mass production. They learn carpentry skills & the safe use of tools, equipment and materials as they simulate a toy company that mass produces toy boats and then develop marketing principles in order to sell them. In this process students learn general work related skills such as task planning, interpersonal relations, individual and group work methods, applied mathematics, and decision making.
Developed by: Ohio State University, Center for Vocational Education, 1974
Clusters – Construction, Marketing & Distribution, Manufacturing
Elements – Career Awareness, Educational Awareness, Decision Making, Beginning Competency & Skill Awareness

6–10 **BUILDING TRADES – CAREER EDUCATION LEARNING ACTIVITY PACKET** T0024

This 60 page packet consists of a general information section, student guide/manual, student workbook, 2 supplementary reference materials and 1 evaluation instrument. This packet is designed to create interest and provide the student with basic information about a career in the building trades. This unit also contains directions, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc. – and a vocabulary sheet. An instructor's guide contains rationale, objectives, and suggested additional activities.
Developed by: Richard Richmond
Element – Career Awareness

6–10 **WELDING** T0037

A career education learning activity packet designed to create interest and provide the student with basic information about the career of welding. It contains directions, a 42 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc. – and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond
Element – Career Awareness

4–6 **I WANT TO BE A CARPENTER** T0009

This 14 page unit is designed to help students become aware of carpentry as a career. The student encounters situations and problems in a carpenter's work day. The booklet emphasizes the academic and occupations skills necessary. Activities provided include word games, crossword puzzles, etc. that increase vocabulary and acquaint the student with the tools used by a carpenter. There is also a pre-and post test included.
Developed by: Jan Sparks
Element – Career Awareness

8–12 **CONSTRUCTION RELATED CAREERS** T0240

This six page unit is designed to instruct the students in methods of job acquisition and to give students an opportunity to work with various employers in their community. The unit emphasizes construction-related careers and requires cooperation of the school administration in the suggested shadow program. Although developed primarily for 12th grade students, with modification it can provide a suitable exploration vehicle at lower grade levels.
Developed by: Gayle L. Senor
Elements – Career Awareness, Employability Skills

CONSTRUCTION

GRADE

1–3 **HAMMER VERSUS NAIL** T0264

We see carpenters building something near us most of the time. Sometimes it is just adding to an old building and changing it. At one time or another most families need a carpenter. In this ten page unit students learn ways in which the carpenter helps us, and also some of the tools he uses for his job. Included are a pre-test, vocabulary list, post test and bibliography.
Developed by: Wanda Conley
Cluster – Construction
Elements – Career Awareness

5–12 **CAREER DISCOVERIES: PEOPLE WHO MAKE THINGS** C0076

These 4 filmstrips, 4 cassettes and teacher's guide/reading script were developed for use during the transition period from career awareness to the stage of tentative career exploration, *not* career decision. People who like working with their hands, using tools, and who enjoy the satisfaction of making something useful and good looking often find careers in many of the job clusters. People interviewed are an aircraft assembler, a chef, a model builder, a carpenter, a guitar craftsman, a lens grinder, and an inventor.
Publisher: Guidance Associates, 1973
Clusters – Construction, Manufacturing, Hospitality & Recreation
Element – Career Awareness

K–6 **ELEMENTARY CONSTRUCTION** C0186

This set of 6 Super 8mm film loops illustrate the safe handling and correct use of the tools most often used in elementary construction projects. Titles are: *Holding Wood With the C-Clamp; Sawing With the Hand Saw; Measuring and Marking with the Try Square; Boring Holes with the Brace and Bit; Driving Nails with the Claw Hammer; Pulling Nails with the Claw Hammer.*
Publisher: BFA
Elements – Beginning Competency & Skill Awareness

7–12 **MEET THE BUILDERS** C0301

This unit includes 6 filmstrips, 6 cassettes and 1 teacher's guide. This series visits active construction sites to show how buildings are created, from start to finish, from rough plans on paper to furnishings and actual decoration. This unit is designed to help students understand the basic steps and concepts in building. The following careers are discussed; planners, operating engineer, bricklayer, carpenter, electrician, plumbers, pipefitters, glaziers and decorating artists.
Publisher: Educational Dimensions Group, 1975
Elements – Career Awareness, Educational Awareness

7–12 **CAREERS IN THE BUILDING TRADES, SET 1** C0319

This unit includes 4 filmstrips, 4 cassettes and 1 teacher's guide. The program details the opportunities and requirements of the following occupations: *Carpentry, Bricklaying, Plumbing and Refrigeration.* Each filmstrip shows the step-by-step application of a particular craft. The program helps students see how their natural interests and abilities can be successfully applied to a satisfying, productive and profitable career. Full details of training requirements are clearly given.
Publisher: Educational Dimensions Group, 1975
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

7–12 **CAREERS IN THE BUILDING TRADES, SET 2** C0320

This unit includes 4 filmstrips, 4 cassettes and 1 teacher's guide. The program details the opportunities and requirements of the following occupations: *Electrician, Glazier, Operating Engineer,* and *Metalworker.* Each filmstrip shows the step-by-step application of a particular craft. The program helps students see how their natural interests and abilities can be successfully applied to a satisfying, productive and profitable career. Full details of training requirements are clearly given.
Publisher: Educational Dimensions Group, 1975
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

CONSUMER AND HOMEMAKING

GRADE

6–9 **CHILD CARE** **T0300**

This 8 page unit explores child care centers and the possible careers associated with such centers. Students become aware of the existence of various careers, required qualifications, and they learn more about the physical and mental characteristics unique to preschool age children. Many materials and resources are listed.
Developed by: Patsy Summerlin

K–4 **THE FOODS WE EAT** **C0032**

See complete entry under: *Agri-Business & Natural Resources.*

K–4 **FAMILY MANAGER** **T0250**

This 6 page unit creates student awareness of what a family manager is, who may be the family manager (father or mother), who the manager is in one's own family, and the significance and functions of family managers. Students construct a wheel with at least six spokes, each spoke representing a position which the family manager may hold.
Developed by: C. Dorsey, S. Hyila, I. Stroup
Elements – Career Awareness, Attitudes & Appreciations

7–A **EXPLORING CHILDHOOD** **C0026**

See complete entry under: *Home Economics.*

ENVIRONMENTAL CONTROL

GRADE

4–6 **KEEPING THE CITY CLEAN AND BEAUTIFUL** C0059

This set of 8 posters is reproduced from photographs depicting workers keeping the environment clean and healthy. Titles are: *Street Cleaning; Tree Care; Keeping Parks Beautiful; Refuse Collection; City Refuse Incinerator; Sewer Cleaning; Window Washing on a High Rise; Home and Yard Care.* Information about each activity and worker is printed on the back of each poster, along with suggested topics for things to do and things to discuss, and a new vocabulary list.
Publisher: Singer/SVE
Element – Career Awareness

9–12 **RECYCLING TO CONSERVE RESOURCES** T0218

This 14 page unit introduces students to environmental occupations. Three areas of solid waste management are explored: collecting and transporting waste; disposing of waste; and recovering resources from waste. The demands of consumers for safer and more convenient ways of disposal have increased the "waste load" which has to be managed. Additional reference material is listed which may not be available in your area.
Developed by: Irene Doe
Elements – Career Awareness, Attitudes & Appreciations

4–7 **FOREST AND FOREST PRODUCTS** C0184

See complete entry under: *Agri-Business & Natural Resources*

All **CAMP DRESSER AND MCKEE**

See complete entry under: *Business & Industry*

All **CONTINENTAL SHELF DATA SYSTEMS**

See complete entry under: *Business & Industry*

All **NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION**

See complete entry under: *Business & Industry*

7–12 **CAREERS IN ENVIRONMENTAL MANAGEMENT** C0280

This program consists of 6 filmstrips, 3 records and 1 teacher's guide. This series is designed to give students a realistic view of environmental problems and the people who work to solve them. Each filmstrip is an on-the-job interview which discusses the importance of a particular environmental position, the duties and rewards, and the educational requirements of each. Filmstrip titles are: *What are They?; Marine Biology and Wildlife Management; Forestry and Recreation Planning; City Planning and Air Pollution Control; Wastewater Treatment and Water Supply;* and *Public Health Services.*
Publisher: Coronet, 1974
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

FINE ARTS AND HUMANITIES

GRADE

6–14 **EXPLORING CAREERS, GROUP 9** C0041

This set of six filmstrips, corresponding cassette narration and six teacher's guides/reading scripts was designed to explore six distinct personal service and fine arts/humanities occupations. Students are given the information needed to evaluate each job. Each unit outlines the necessary qualifications and aptitudes for the job, as well as prospects for success and satisfaction in it. Titles are: *The Professional Musician; The Talent Agent; The Cosmetologist; The Barber/Stylist; The Mortician;* and *The Commercial Artist.* This kit is part of a series of nine such kits, which cover 54 careers in all USOE occupation clusters.
Publisher: Singer/SVE, 1975
Clusters – Personal Services, Fine Arts & Humanities
Elements – Educational Awareness, Career Awareness, Beginning Competency & Skill Awareness

7–12 **BASIC PHOTOGRAPHY** C0288

The unit includes 6 filmstrips, 3 records and 1 filmstrip guide, and is designed to help students to make the right decisions when purchasing and using photographic equipment. The student photographer is introduced to several classic patterns of composition, and is encouraged to combine an understanding of the operation of the camera with a visualization of the subject of the photograph through exploration, isolation and organization. Topics covered are: camera adjustemnts; developing black and white film; and printing and enlarging.
Publisher: Coronet Instructional Media, 1975
Clusters – Communications & Media, Fine Arts & Humanities
Elements – Beginning Competency & Skill Awareness, Decision Making

6–10 **"INDIAN" JEWELRY MANUFACTURING** T0028

This packet is designed to create interest and to provide the student with basic information about a career in "Indian" style jewelry manufacturing. It contains directions, a 50 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, and temperament profiles, and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested activities.
Developed by: Project Pico
Element – Career Awareness

5–9 **PEOPLE WHO CREATE ART** C0385

This program includes 4 filmstrips, 4 cassettes and a discussion guide. The program attempts to define the nature of talent, inner direction, and the desire to communicate as they motivate musicians, sculptors, painters, writers, artisans, and designers. A puppeteer/actress/costume designer/seamstress shows how it is backstage and out front; a young drummer plays, teaches, composes, and tells why music is his life; an industrial designer explains the challenge of making a playground for both fun and as a learning experience.
Publisher: Guidance Associates, 1972
Clusters – Communications & Media, Marketing & Distribution
Elements – Career Awareness, Educational Awareness, Attitudes & Appreciations

4–7 **CAREERS IN VISUAL ARTS** C0236

This 85 page notebook inclues text, teacher's guide, duplicable student materials, and evaluation guides. This unit acquaints students with some of mankind's great achievements in the fine arts. While exploring a variety of careers in the graphic arts, students become aware of the tools, materials, and equipment as well as the skills needed to utilize them. Group activities are designed to see the advantages of cooperation; and to develop an understanding of how cultural backgrounds and environmental influences determine modes of artistic expression. The possible lifestyles and career rewards of graphic artists are examined briefly.
Developed by: Ohio State University, Center for Vocational Education, 1974
Element – Career Awareness

8–12 **CAREERS IN SET DESIGN** C0308

This unit includes 2 filmstrips, 2 cassettes, and 1 teacher's guide. This program has been designed to familiarize students with the facts – the anatomy of a theater; how a set is built; the process followed from the first script conference to the opening night; educational preparation; the all-important union; how to get experience, etc. Oscar-winning set designer Jo Mielziner and Robin Wagner, creator of the sets for "Hair" and "Jesus Christ Superstar," humanize this informative experience as they talk about their own personal experience working in the theater.
Publisher: Educational Dimensions Group, 1972
Elements – Career Awareness, Educational Awareness

GRADE

8–12 **CAREERS IN INTERIOR DESIGN** C0313

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This program has interviews with 3 leading designers: Frank Vargish, Louisa Cowan, and Glen Boyles. The designers discuss how their companies use designers, what qualifications they look for when hiring, and each gives their personal experiences as a teacher and designer. All stress the need for good clear sketches, a feeling for color and an ability to render, as well as the need to know the persons, personalities and the space to be used.
Publisher: Educational Dimensions Group, 1973
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

8–12 **CAREERS IN THE GRAPHIC ARTS** C0298

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This program is designed to help students become aware of the many career opportunities in the area of graphic art. The program presents opportunities to many students who may have not thought that there was a place for them in the arts at all. The following careers are explored: technicians, draftsman, layout artists, letters, illustrators, art directors, paste up, and mechanical workers. The student is given a broad exposure and some cues that will aid him or her in the preparation for a graphic arts career.
Publisher: Educational Dimensions Group, 1973
Elements – Career Awareness, Educational Awareness, Self Awareness

8–12 **YOUR FUTURE IN INTERIOR DESIGN** C0345

This 157 page book is designed to inform the reader about interior design and the job of the interior designer. It describes the practice of interior design, opportunities within the field, personal qualifications, related fields, educational requirements, and suggestions for starting your own business.
Distributor: Perma-Bound
Elements – Career Awareness, Educational Awareness, Self Awareness

8–12 **CAREERS IN CARTOONING AND ANIMATION** C0321

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This unit is designed to introduce comic strip cartooning to the student as a unique American art, and to develop an appreciation for the many talents and abilities required to produce and maintain a successful comic strip. The unit introduces two successful cartoonists, whose work is seen and enjoyed by millions of people all over the world, and to find out their views on cartooning, based on their actual experiences. The cartoonists interviewed are Mort Walker (Beetle Baily) and Dik Browne (Hager the Horrible).
Publisher: Educational Dimensions Group, 1975
Element – Career Awareness

8–12 **CAREERS IN PHOTOGRAPHY** C0312

This program includes 1 filmstrip, 1 cassette and a teacher's guide. Mr. Richard Beattie of the Famous Artists School of Photography and one of the foremost photographers in the world explains the opportunities available to young people interested in photography. He also tells how they can go about entering the challenging field of drawing from his own personal experience. "Anyone can take a picture," states Mr. Beattie, then he goes on to explain why some pictures are better than others. He discusses the tricks of the trade, planned "accidents," proper lighting and getting subjects to work with.
Publisher: Educational Dimensions Corporation, 1968
Element – Career Awareness

8–12 **CAREERS IN ILLUSTRATION** C0311

This program includes 1 filmstrip, 1 cassette and a teacher's guide. Harry Carter, past President of the Society of Illustrators, and James Barkley, winner of the Society of Illustrators Award of Excellence, simply but graphically describe life as an illustrator. The student will see and hear all the ups and downs of this career. Both men give their advice on the kind of schools and training an aspiring illustrator and every artist should seek.
Publisher: Educational Dimensions Corporation, 1968
Elements – Career Awareness, and Educational Awareness

FINE ARTS AND HUMANITIES

GRADE

8–12 **CAREERS IN FINE ARTS** **C0307**

This program includes 1 filmstrip, 1 cassette and a teacher's guide. This unit takes the student on a lively, fast-paced tour of the museums and galleries of New York City. Lloyd Goodrich, Associate Director of the Whitney Museum of American Art, explains how the artist must proceed to get into a gallery and have an exhibition. He describes the competition and problems facing the student as he or she begins to enter the art world. The gallery "system" is completely explained, along with the relationships between museums and galleries. Mr. Goodrich also explains the problems of getting a dealer to even look at an artist's work, the problems of economic survival and how most artists solve these problems.
Publisher: Educational Dimensions Corporation, 1968
Elements – Career Awareness and Economic Awareness

8–12 **ART CAREERS IN ADVERTISING** **C0302**

This unit includes 1 filmstrip with corresponding cassette narration and teacher's guide. This filmstrip takes the student into one of the largest advertising agencies in the world – Young and Rubicam. There, Mr. Carl Harris, Art Director, explains how an ad is born, developed and finally emerges on the pages of a national magazine. The student meets all the various people who make a professional contribution to an advertising campaign. Mr. Harris points out that there are six career areas open in the development of advertising: art director, copywriter, art buyer, stylist, photographer and typographer.
Publisher: Educational Dimensions Group, 1968
Element – Career Awareness

8–12 **WRITING CAREERS IN ADVERTISING** **C0299**

See complete entry under: *Communications & Media*

HEALTH

GRADE

9–A **INTRODUCTION TO HEALTH CARE CAREERS** C0100

This program consists of a text-activity manual and teacher's guide. Students set up health care clinics in ophthalmology, hematology, radiology, and other areas. They study the cardiopulmonary systems, various body functions, X-rays, broken bones and different trauma situations. Students explore rehabilitative, counseling, and health care education services. Several activities require equipment and supplies not included in the kit, although many activities are accomplished through evaluating one's response to a "case history."
Publisher: McKnight, 1975
Elements – Self Awareness, Career Awareness, Beginning Competency & Skill Awareness

7–12 **PHARMACIST** T0001

This 20 page self-instructional booklet is designed for student use. It describes typical situations and decisions encountered by a pharmacist. Various job opportunities are discussed. The booklet includes statistics relating to future job demands.
Developed by: CEPAC Project – San Juan Basin AVTS
Elements – Career Awareness, Decision Making

8–12 **NURSING** T0002

This 22 page self-instructional booklet is designed for student use, and simulates situations a nurse might expect in her daily routine. Definitions, historical background information, and procedures for charting temperatures and pulse rates are included.
Developed by: Mary Kaye Robb
Element – Career Awareness

10–12 **VETERINARY MEDICINE** T0212

This 4 page unit provides students an opportunity to become familiar with the life of a veterinarian. Students explore fields related to veterinary science. Academic preparation while in high school is emphasized.
Developed by: John Klomp
Clusters – Agri-Business & Natural Resources, Health
Elements – Educational Awareness, Career Awareness

6–9 **MY FATHER IS A DRUGGIST** T0137

Since pharmacy is the science of preparing medicine, it is important for students to be aware of its effect upon their lives. This 12 page unit covers the relationship of the pharmacist with the doctor, pharmaceutical salesperson, and other drug store employees. A pharmacist's qualifications are emphasized. Activities, a pre-and a post test are provided.
Developed by: Robert Lovin
Element – Career Awareness

11–12 **OPTOMETRY** T0235

This 3 page unit covers the essential facts about optometry. Suggested activities include a guest speaker and working with an optometrist. Community resources are specific, but can be adapted to most areas.
Developed by: J. Pecoraro, H. Roman, W. Vensor
Element – Career Awareness

2–3 **DENTAL HYGIENIST** T0284

By discovering the contribution which the dental hygienist makes to individual and community health, students gain insight into the importance of maintaining their own personal health for future family and community benefit. Proper methods of brushing along with a study of the four basic food groups are discussed. Students also learn that nutritional snacks are the best for in-between meals.
Developed by: Joyce Muhic
Elements – Self Awareness, Career Awareness

Pre–3 **COMMUNITY HELPERS AT WORK** C0081

See complete entry under: *Public Service.*

4–7 **LA GENTE Y LAS VARIAS OCUPACIONES (MANY PEOPLE MANY CAREERS)** C0124

See complete entry under: *Foreign Language.*

HEALTH

GRADE

6–10 **RURAL HOSPITALS** T0026

This packet is designed to create interest and provide the student with basic information about a career in rural hospitals. The unit contains a 54 page programmed student workbook, D.O.T. information – job descriptions, aptitude, interest, temperament profiles, etc., and a vocabulary sheet. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond
Element – Career Awareness

9–12 **HEALTH CAREER FOR YOU** T0219

This 19 page unit introduces students to health careers in the small community. Included are suggested activities, pre- and post tests and supplemental informative materials. Interviewing is used as a means of gaining knowledge in health occupations.
Developed by: Geneva Babb
Element – Career Awareness

6–8 **HEALTH OCCUPATIONS** T0139

By being exposed to the varied roles which the invididual employees contribute to the total functioning of a hospital, the student has an opportunity to establish positive attitudes toward health careers. Emphasis is placed on attitude, understanding, and awareness of various health careers. This 10 page unit includes five student activities and a post test. Listed are many community resources, references, and pamphlets. These supportive materials may not be readily available in your area.
Developed by: K. DeCarlo, N. Flores, F.C. Luna, M. Stefanie
Cluster – Health
Elements – Self Awareness, Career Awareness, Attitudes & Appreciations

1–2 **HAPPINESS IS BEING A NURSE** T0260

This 18 page unit introduces nursing and health service occupations to primary students.They learn that a nurse provides services to and comforts others. Students also learn that the nurse and the doctor are a team. Included in this unit are pre- and post tests, a vocabulary list and various coloring pictures. Background resource materials are required.
Developed by: Marie Schlingoff
Clusters – Health, Personal Services
Element – Career Awareness

K–3 **COMMUNITY HELPER** C0082

See complete entry under: *Public Service.*

5–9 **CAREER DISCOVERIES: PEOPLE WHO HELP OTHERS** C0071

See complete entry under: *Public Service.*

4–8 **MANY PEOPLE MANY CAREERS** C0123

See complete entry under: *Communications & Media.*

7–12 **JOBS IN HEALTH SERVICE** C0281

This unit contains 8 filmstrips, 4 records and 1 handbook. It describes the duties, qualifications, work study experience, income level, employment outlook, negative aspects, getting the job, and references on where to get additional information on 8 health occupations. Unit titles are: *Nurses Aide; Medical Laboratory Assistant; Optometric Assistant; Optical Technician; Dental Assistant; Dental Laboratory Technician; Medical Photographer;* and *Radiology Technician.* Each filmstrip shows employees in health service candidly explaining the demands, rewards and requirements of their work. Also described are the technical skills needed, aptitudes required, everyday equipment used, and responsibilities.
Publisher: Coronet Instructional Media, 1971
Elements – Career Awareness, Educational Awareness

7–12 **YOUR FUTURE IN HOSPITAL WORK** C0344

See complete entry under: *Multi-Cluster.*

HEALTH

GRADE

7–12 **MAKING HEALTH DECISIONS** C0114

This 338 page book is not a book on human anatomy or physiology, but deals with the individual and health problems. The book emphasizes the relationship among the physical, emotional, and social aspects of life. Topics discussed are developing a concept of health; promoting mental health; information on chronic illness and communicable diseases; community problems such as water and air pollution developing; an understanding of sexuality; preventing the misuse of alcohol, tobacco and drugs; selecting medical products and services; as well as career information on health occupations.
Publisher: Prentice-Hall, 1975
Elements – Self Awareness, Career Awareness, Decision Making, Educational Awareness

K–3 **HEALTH OCCUPATIONS CAREER AWARENESS** C0009

This program consisting of six filmstrips, two cassettes and a 2 page teacher's guide describes six health related occupations: *Ambulance Driver; Dental Assistant; Doctor, M.D.; Nurse's Aid; Pharmacist;* and *School Nurse.* The content of the narrations centers upon four factors, "Where does the person work?" "What does the person do?" "What are the rewards?" *and* "What are the job conditions?"
Publisher: Ideal School Supply Co., 1975
Elements – Career Awareness, Educational Awareness, Attitudes & Appreciations

5–10 **THE WORK WORLD OF HEALTH, THE VERY IMPORTANT PEOPLE SERIES** C0112

These 3 books are designed to help the reader assess his abilities and interests in relation to health occupations. The jobs of all the workers are explored presenting the skills and training required for a wide variety of positions, from doctors and nurses, dentists, physical therapists, to medical records librarian, to laboratory workers and researchers. Unit titles are: *On the Scene in Medical Work; On the Backup Team in Medical Work;* and *Behind the Scene in Medical Work.* Certain symbols are used to denote the skills needed for each job, and also whether a job is open to a beginner who may learn while working.
Publisher: Children's Press
Elements – Self Awareness, Educational Awareness, Career Awareness, Attitudes & Appreciations

4–6 **HOSPITAL HELPERS** C0060

This set of 8 posters is reproduced from photographs depicting hospital employees at work. They are *Surgical Group Operating; Ambulance Helpers; Reception Desk Helpers; Doctor Examining Patient; Preparing Patient for X-Ray; Nurse and Aid; Dietitians Check Food;* and *Physical Therapist.* Information about each activity and worker is printed on the back of each poster, along with suggested topics of things to do and things to discuss, and a new vocabulary list.
Publisher: Singer/SVE
Element – Career Awareness

HOSPITALITY AND RECREATION

GRADE

9–A **INTRODUCTION TO HOSPITALITY AND RECREATION CAREERS** **C0097**

This text-activity manual and teacher's guide have been developed to help students examine the management process of such enterprises as hotel/motel, restaurant, community recreation, entertainment, and travel conveniences in this course. Students act as travel agents to set up arrangements fo customers, operate the front desk of a motel, and teach other students a recreational skill such as golf. They will survey goals, abilities, and interests in this career area.
Publisher: McKnight, 1975
Elements – Self Awareness, Career Awareness, Beginning Competency & Skill Awareness

7–10 **EXPLORING CAREERS IN HOSPITALITY AND FOOD SERVICE** **C0094**

The partial program includes 1 textbook/activity manual, and 1 teacher's manual. The unit is designed to give students homemaking skills which can be used in daily living, but also gives them a basic understanding of the careers in hospitality and food service. Students may explore careers and learn the processes, skills and attitudes in the hospitality environments of lodging, recreation, entertainment, and travel convenience; and the food environments of family foods manufacturing, fast food restaurants, family style restaurants, and gourmet restaurants. The program is divided into units and is designed to allow students to assume increasing amounts of responsibility and self-direction. Also available, but not in this package are instructional aids and devices prepared for this unit.
Publisher: McKnight
Clusters – Manufacturing, Hospitality & Recreation, Personal Services, Fine Arts & Humanities, Consumer & Homemaking
Elements – Self Awareness, Educational Awareness, Career Awareness, Employability Skills

7–12 **YOUR FUTURE IN RESTAURANTS AND FOOD SERVICE** **C0348**

This 191 page book is designed to inform the reader about the many careers in restaurants and food service. It describes how an individual can best prepare himself or herself in the food industry field and what one might expect in the way of pay, working conditions and advancement. Other topics discussed are: education, geographic locations, and resumes.
Distributor: Perma-Bound
Elements – Career Awareness, Educational Awareness

7–12 **FOOD SERVICES** **C0417**

This program contains 6 filmstrips, 3 cassettes, 1 career rating chart, and a counselor's key. This series is designed to help students to intelligently choose careers. This series provides perspective and insight for students selecting a career in food service. This series includes 1 overview filmstrip of the food service field and 5 filmstrips covering individual food service jobs: *Baker, Meat Cutter, Catering Truck Operator, Cook Helper,* and *Chef.* Sources for additional information are also available.
Publisher: Acoustifone
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

7–12 **OCCUPATIONS AT A SKI AREA** **T0006**

A 16 page self-instructional career unit that is designed to provide students with an understanding of a variety of ski area or condominium careers. The unit contains a pre- and post test, student activities, and guidelines for instructing classes. Also included are approximate charges for ski lessons.
Developed by: Doyle Frank
Element – Career Awareness

5–6 **WORK IN A RESTAURANT** **T0008**

A 12 page unit that is designed for students to create an awareness of the career possibilities in the area of food service establishments. The unit includes suggested activities. It also includes a pre- and post test.
Developed by: Wayne Peterson
Elements – Career Awareness

10–12 **PRODUCING A DINNER PROGRAM** **T0233**

The purpose of this 10 page unit is to provide students with first-hand knowledge of various careers involved in producing a dinner-program. Students handle all preliminary planning and promotion and the program contents. Cooperation between all vocational classes is emphasized. This unit outlines all areas to be covered with a time scheduling provided.
Developed by: Tina DeFallippie, Darwin Hansen, Don Eriis
Element – Career Awareness

5–12 **CAREER DISCOVERIES: PEOPLE WHO MAKE THINGS** **C0076**

See complete entry under: *Construction.*

HOSPITALITY AND RECREATION

GRADE

6–8 **COLORADO TOURISM** T0154

This 7 page unit is designed to help students develop an appreciation for the tourist industry in Colorado. Suggested activities and resource people are listed. Students acquire supportive materials by writing and requesting information from various Colorado county seats.
Developed by: Marie Stinchcomb
Element – Career Awareness

6–10 **HOTELS AND MOTELS** T0027

This packet is designed to create interest in students and to provide basic information about careers in the management of hotels and motels. This unit contains directions, a 46 page programmed student workbook, D.O.T. information – job descriptions, aptitudes, interests, temperament profiles, etc. – and a vocabulary sheet. An instructor's guide contains rationale, objectives, and suggested activities.
Developed by: Richard Richmond
Element – Career Awareness

6–10 **SKI AREA CAREERS** T0034

An activity packet containing a student guide/manual, a 58 page programmed student workbook, 2 supplementary reference materials and an evaluation instrument. This packet is designed to create interest and provide the student with basic information about a career in ski areas.
Developed by: Richard Richmond
Element – Career Awareness

6–10 **RESORT (DUDE) RANCHING** T0033

This is a learning activity packet containing a student guide/manual, a 42 page programmed student workbook, supplemental reference material and an evaluation instrument. This packet is designed to create interest and provide the student with basic information about a career in resort ranching. An instructor's guide contains rationale, objectives and suggested additional activities.
Developed by: Richard Richmond
Element – Career Awareness

4–8 **SUMMER RECREATION AND CONSERVATION** T0153

This seven page unit explores careers relating to summer recreational and conservational activities with emphasis on ecology. The exploration will be done with science experiments, math problems, music, puppet shows, language art activities, art projects, field trips and resource speakers. This unit makes several references to local agencies and resources.
Developed by: Ethel Vivoda
Clusters – Agri-Business & Natural Resources, Hospitality & Recreation, Environmental Control
Element – Career Awareness

All **ASPEN SKIING CORPORATION**

See complete entry under: *Business & Industry.*

All **THE BROWN PALACE HOTEL**

See complete entry under: *Business & Industry.*

All **COLORADO SKI COUNTRY U.S.A.**

See complete entry under: *Business & Industry.*

All **PROFESSIONAL RODEO COWBOY'S ASSOCIATION, INC.**

See complete entry under: *Business & Industry.*

All **CASA BONITA**

See complete entry under: *Business & Industry.*

All **MCDONALD'S**

See complete entry under: *Business & Industry.* 111

HOSPITALITY AND RECREATION

GRADE

7–12 **CAREERS IN THE HOTEL AND RESORT INDUSTRY** C0318

This program consists of 2 filmstrips, 2 cassettes, and 1 teacher's guide. This series is designed to help students make important career decisions in the hotel and resort industry. The unit describes the opportunities and requirements, advantages and disadvantages, and the availability of these careers. The filmstrips show young workers being interviewed who are interested in working their way up in the business. The program stresses that the ability to like people, eagerness to learn, and the willingness to work are the major requisites for anyone seeking one of the many careers in the hotel and resort industry.

Publisher: Educational Dimensions Group, 1976

Elements – Attitudes & Appreciations, Educational Awareness, Self Awareness

MANUFACTURING

GRADE

7–A **REPAIR TRADES** **C0423**

This program of 4 filmstrips, 4 cassettes and teacher's guide focuses on four trades in which employment opportunities are expected to rise in the coming years. Unit titles are: *The Mechanic; Auto Body Repair; Electrical Services;* and *Business Machines.* Narration is interwoven with interviews with men and women on the job who give information on the attitudes, skills and training necessary in each field. Students should then be able to list specialities within the four trades, list the advantages and disadvantages within the trades, identify ways of acquiring training, and identify employment options for these trades.
Publisher: BFA, 1976
Clusters – Manufacturing, Transportation
Elements – Educational Awareness, Career Awareness

4–7 **MAKING TOYS THROUGH TEAMWORK** **C0240**

See complete entry under: *Construction.*

7–12 **ELECTRONICS** **C0415**

See complete entry under: *Communications and Media.*

7–12 **BUSINESS EQUIPMENT REPAIR** **C0413**

This program includes 6 filmstrips, 3 cassettes, 1 career rating chart and a counselor's key. This series is designed to help students to intelligently choose a career. This series provides perspective and insight for students selecting a career in business equipment repair. This series includes 1 overview filmstrip of the business equipment repair field and 5 filmstrips covering individual business equipment jobs; *Typewriter Repairman, Office Machine Repairman, Electronic Calculator Repairman, Business Systems Repairman, and Reproduction Equipment Repairman.* Sources for additional information are also included.
Publisher: Acoustifone
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

9–A **INTRODUCTION TO MANUFACTURING CAREERS** **C0099**

This unit of text/activity manual and teacher's guide introduces students to manufacturing industries and processes. Students design and engineer an actual product; produce, test, and refine their product; and sell it to the student body. They also use the accounting process to determine profit and loss. A school shop is not necessary for this program.
Publisher: McKnight, 1975
Elements – Self Awareness, Career Awareness, Beginning Competency & Skill Awareness

7–12 **REPAIR AND MAINTENANCE** **C0414**

This program contains 6 filmstrips, 3 cassettes, 1 career rating chart, and a counselor's key. This series is designed to help students to intelligently choose a career. This series provides perspective and insight for students selecting a career in repair and maintenance. This series includes 1 overview filmstrip of the repair and maintenance field and 5 filmstrips covering individual repair and maintenance jobs; *Major Appliance Repairman, Heating and Air Conditioning Serviceman, Building Maintenance Man, Small Engine Repairman,* and *Motorcycle Repairman.* Sources for additional information are also included.
Publisher: Acoustifone
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

5–12 **CAREER DISCOVERIES: PEOPLE WHO MAKE THINGS** **C0076**

See complete entry under: *Construction.*

4–8 **WORK WORLD OF WHEELS** **C0027**

See complete entry under: *Transportation.*

K–3 **OFF WE GO TO THE BIKE FACTORY** **C0064**

This kit of 1 filmstrip, 1 cassette, and teacher's guide/reading script introduces children to mass production. It helps children: understand that products and services result from the work people do; to be aware of the number and variety of kinds of work necessary to produce a product or render a service; to understand that there is a relationship between jobs – that jobs are interdependent; and to begin to realize the relationship between a person's interests, values, abilities, attitudes, hobbies, and job choices.
Publisher: Guidance Associates, 1974
Element – Career Awareness

MANUFACTURING

GRADE	
All	**IBM** See catlaog entry under: *Business & Industry*
All	**JOY MANUFACTURING COMPANY** See catalog entry under: *Business & Industry*
All	**KEEBLER COMPANY** See catalog entry under: *Business & Industry*
All	**LANGE COMPANY** See catalog entry under: *Business & Industry*
All	**MARTIN MARIETTA CORPORATION** See catalog entry under: *Business & Industry*
All	**LOOART PRESS, INC.** See catalog entry under: *Business & Industry*
All	**NORGREN, C.A. COMPANY** See catalog entry under: *Business & Industry*
All	**SAMSONITE CORPORATION** See catalog entry under: *Business & Industry*
All	**STORAGE TECHNOLOGY** See catalog entry under: *Business & Industry*
All	**SUNSTRAND CORPORATION** See catalog entry under: *Business & Industry*
All	**WESTERN ELECTRIC** See catalog entry under: *Business & Industry*
All	**TIMPTE INDUSTRIES, INC.** See catalog entry under: *Business & Industry*
All	**AMPEX CORPORATION** See complete entry under: *Business & Industry*
All	**BEECH AIRCRAFT CORPORATION** See complete entry under: *Business & Industry*
All	**DANA CORPORATION** See complete entry under: *Business & Industry*
All	**C.F. AND I. STEEL** See complete entry under: *Business & Industry*
All	**CESSNA AIRCRAFT** See complete entry under: *Business & Industry*
All	**CLIMAX MOLYBDENUM** See complete entry under: *Business & Industry*

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MANUFACTURING

GRADE	
All	**COORS, ADOLPH COMPANY** See complete entry under: *Business & Industry*
All	**GARDNER DENVER COMPANY** See complete entry under: *Business & Industry*
All	**KODAK, EASTMAN COMPANY** See complete entry under: *Business & Industry*
All	**GATES RUBBER COMPANY** See complete entry under: *Business & Industry*
All	**GENERAL ELECTRIC** See complete entry under: *Business & Industry*
All	**GENERAL MOTORS** See complete entry under: *Business & Industry*
All	**JOHNS-MANVILLE CORPORATION** See complete entry under: *Business & Industry*

MARKETING AND DISTRIBUTION

GRADE

8–12 **WRITING CAREERS IN ADVERTISING** C0299

See complete entry under: *Communications and Media.*

8–12 **CAREER EXPLORATION: A WORKING COUPLE** C0404

See complete entry under: *Guidance.*

4–7 **MAKING TOYS THROUGH TEAMWORK** C0240

See complete entry under: *Construction.*

7–9 **LIFE IN A SPORTING GOODS STORE** T0135

This 6 page unit introduces students to a career in sports in a role other than one as a participant. Throughout the unit the student becomes aware of sports as financially and personally rewarding. Four activities are provided in addition to guidelines for student evaluation.
Developed by: L. Neilson, R. Samuels, C. Crockett, J. Hunter
Element – Career Awareness

6–12 **LET'S SELL** T0158

This 9 page unit is directed toward selling and includes a list of the various occupations in which mastering the technique of persuasion is a prime factor in determining job success. Activities are correlated to four major areas: retail sales, wholesale sales, insurance sales, and real estate sales. This unit is directed toward language arts classes.
Developed by: Peggy McCarthy
Element – Career Awareness

10–12 **EXPLORING CAREER OPPORTUNITIES IN MARKETING AND DISTRIBUTION** T0243

This 15 page unit is intended to help students become aware of various careers existing in the small community of La Junta, Colorado. Included with suggested activities is an 8 page job profile section. Using this profile in an interview the student becomes acquainted with various careers. This unit refers to a specific community. This careerpac was the first step in planning a marketing and distribution resource file.
Developed by: Don Earls
Element – Career Awareness

1–3 **THE SERVICE STATION** C0242

This 51 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. In this unit students examine the occupations, goods and services available in a service station. Students learn skills such as map reading, and filling out checks and credit card receipts. Students also construct a model station and use role-playing as customers and attendants to learn about the total scope of the service station.
Developed by: Ohio State University, Center for Vocational Education, 1974
Clusters – Marketing & Distribution, Business & Office
Elements – Career Awareness, Economic Awareness

K–4 **THE STORY OF MILK** C0045

See complete entry under: *Agri-Business & Natural Resources.*

4–8 **WORK WORLD OF WHEELS** C0027

See complete entry under: *Transportation.*

K–4 **DAIRY FARM AND THE DAIRY** C0183

See complete entry under: *Agri-Business & Natural Resources.*

6–12 **JERRY WORKS IN A SERVICE STATION** C0132

This 60 page booklet lets students experience a realistic job situation as they identify with Jerry, a high school graduate. There are exercises on the vocational content and language arts skills following each of the book's 8 chapters. This book was developed for special need students at the secondary level. The reading level is 2.2 (Spache) and will be of interest to students of the upper elementary level.
Publisher: Fearon Publishers
Elements – Self Awareness, Educational Awareness, Career Awareness, Economic Awareness, Beginning Competency & Skill Awareness

MARKETING AND DISTRIBUTION

GRADE

All — **NATIONAL ASSOCIATION OF FOOD CHAINS**
See catalog entry under: *Business & Industry*

All — **DENVER WHOLESALE FLORISTS**
See catalog entry under: *Business & Industry*

All — **KING SOOPERS**
See catalog entry under: *Business & Industry*

All — **MONTGOMERY WARD**
See catalog entry under: *Business & Industry*

All — **NATIONAL CASH REGISTER COMPANY (NCR)**
See catalog entry under: *Business & Industry*

All — **PROCTOR AND GAMBLE**
See catalog entry under: *Business & Industry*

All — **SAFEWAY STORES, INC.**
See catalog entry under: *Business & Industry*

All — **SEARS, ROEBUCK AND COMPANY**
See catalog entry under: *Business & Industry*

MULTI-CLUSTER

GRADE

K–3 **WORKERS SERIES** C0284

The unit includes 8 filmstrips, 4 records and 1 filmstrip guide. This series relates children's lives to the work of adults. It attempts to inform children about their environment and the basic aspects of the world of work. The unit explores the economic community part by part; movers, makers, sellers, fixers, food providers, service-providers and professionals. The filmstrips show real people in real work situations.
Publisher: Coronet Instructional Media, 1972
Elements – Economic Awareness, Career Awareness

7–12 **SELECTING A VOCATION** C0282

The unit includes 8 filmstrips, 4 records and 1 filmstrip guide. The unit explains the numerous and wide fields of endeavor available to career seekers. It points out the necessity for persons to know themselves in order to discover what they would be happy doing for a career. The filmstrips are on-the-job interviews which show people speaking about their satisfactions as well as their frustrations regarding individual careers. Titles are: *Evaluating Yourself; Evaluating Jobs; Skilled and Semi-Skilled Occupations; Clerical Occupations; Service Occupations; Sales Occupations; Business Occupations;* and *Professional and Technical Occupations.*
Publisher: Coronet Instructional Media, 1974
Elements – Career Awareness, Educational Awareness, Self Awareness

7–12 **BLACK AMERICANS AT WORK** C0283

This program consists of 6 filmstrips, 3 records, and a teacher's guide. This series describes six black Americans and what their work means to them. The name of the title of each filmstrip is that of a real person, and the voice in the filmstrip is that person's voice. Each person talks about their work, family, community, background, and what it means to them to be black. The program discusses the inevitable frustrations of a black person in a white society.
Publisher: Coronet, 1970
Clusters – Health, Business & Office, Personal Service, Fine Arts & Humanities
Elements – Attitudes & Appreciations, Career Awareness

K–3 **JOBS AND SERVICES** C0448

This program consists of 6 filmstrips, 6 cassettes, and 1 teacher's guide. This series is designed for students being introduced to people who work for the government, public utilities, communications, and law enforcement. These workers provide services that make lives pleasant and improve communities. Filmstrip titles are: *Making Our Laws Work; The Chimney Smoke; Some Things on the Highway; Get the News* and *Did You Get the Message.*
Publisher: Coronet, 1976
Clusters – All
Elements – Attitudes & Appreciations, Career Awareness, Self Awareness

5–12 **PEOPLE WHO SELL: CAREERS SERIES** C0444

This program consists of 10 super 8 silent film loops, and a teacher's guide. This series of film loops provides opportunities for students to learn about a variety of careers that focus on sales. Each film loop reveals the unique skills necessary for a particular job, the working conditions for this career, and the interactions of the workers with other people. Particular emphasis has been placed on this interaction of the worker's interests and attitudes related to their career. Each film loop provides a set of data which will help the viewer evaluate the career in terms of his/her own interests and abilities. Film loop titles are: *Grocer; Pharmacist; Optician; Plant Store Salesperson; Art Supply Salesperson; Paint and Wallpaper Salesperson; Hobby and Toy Salesperson; Yardage Salesperson; Camera Store Salesperson;* and *Aquarium Salesperson.*
Publisher: BFA
Clusters – Marketing and Distribution, Health, Agri-Business & Natural Resources, Fine Arts and Humanities
Elements – Attitudes & Appreciations, Career Awareness

5–12 **PEOPLE WHO MAKE THINGS: CAREERS SERIES** C0445

This program consists of 10 super 8 silent film loops, and a teacher's guide. This series provides opportunities for students to learn about a variety of careers that are product-related. Each film loop reveals the unique skills necessary for a particular job, the working conditions of the job, and the interactions of the worker with other people. Particular emphasis has been placed on this interaction and on revealing the worker's interests and his/her attitudes related to the job. Each film loop also provides a set of data which will help the viewer evaluate the career in terms of his/her own interests and abilities. Film loop titles are: *Machinist; Baker; Carpenter; Ironworker; Ceramist; Tailor; Bricklayer; Upholsterer; Framemaker;* and *Plastics Worker.*
Publisher: BFA
Clusters – Manufacturing, Personal Services, Construction, Fine Arts & Humanities
Elements – Attitudes & Appreciations, Career Awareness

MULTI-CLUSTER

GRADE

7–12 **JOB OPPORTUNITIES NOW, GROUP I** C0056

This kit of two filmstrips, corresponding cassette narration, and 2 teacher's guides/reading scripts is part of a series designed to motivate students to establish realistic educational and career goals. To meet the special needs of students with learning disabilities, emphasis is placed throughout the series on skills, attitudes, and education required for jobs at non-professional levels. *Job Opportunities in Department Stores,* and *Job Opportunities in a Supermarket* describe the many varied careers available in all divisions of each business. Other units not in the kit, but available, describe requirements for obtaining jobs, achieving success in the world of jobs, and careers in a hospital and a restaurant.
Publisher: Singer/Society for Visual Education, 1970
Clusters – Business & Office, Marketing & Distribution, Health, Personal Services
Elements – Self Awareness, Career Awareness, Employability Skills

7–12 **CAREERS AND LIFESTYLES, PARTS I & II** C0077

This 2 part program contains 8 filmstrips, 8 cassettes, and 4 teacher's guides/reading scripts. The program was designed to illustrate to students what information, values, interests, and attitudes are important as the basis for career decisions. It also emphasizes the concept that careers are dynamic, moving parts of a person's lifestyle. Those interviewed are: a part time farmer; a production worker; an entrepreneur; a surgeon; a neighborhood center director; an independent carpenter; a firefighter; and a corporate executive.
Publisher: Guidance Associates, 1974
Clusters – Business & Office, Construction, Manufacturing, Agri-Business & Natural Resources, Public Service, Health
Element – Career Awareness

2–6 **TARGO, THE JOB EXPLORER** C0042

This kit of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a series that presents Targo, who can watch anyone, anytime, anywhere, and in this way, he can study jobs. During his exploration, he realizes that he needs special skills for special jobs; and that some jobs in different parts of the community are related because they are alike in the skills required and the tasks done. A cook in the home, a cook at school, and a cook in a restaurant have related jobs, even though they work in different "businesses." Titles in the kit are: *Targo, Job Explorer;* and *Who's Cooking, Targo?* There are four other units available.
Publisher: Singer/SVE, 1974
Clusters – All
Element – Career Awareness

3–7 **CAREERS THAT HELP PEOPLE, II** C0013

This program of four filmstrips and two cassettes with a 6 page teacher's guide describes careers that are found in private business: Real Estate Broker; Chef; Customer Representative in a Bank; and other occupations in merchandising, sales and office work. The purpose of the program is to help students develop an understanding of general community needs and to realize that anybody who does anything useful is a community helper.
Publisher: Learning Tree Filmstrips
Clusters – Business & Office, Marketing & Distribution, Public Service
Elements – Educational Awareness, Career Awareness, Attitudes & Appreciations

2–7 **SO MANY JOBS TO THINK ABOUT, SET I** C0016

This set of four filmstrips and four cassettes describe four different occupations: *Veterinarian, Plant Nursery Salesperson, Auto Mechanic,* and *Construction Supervisor.* By showing people at work, students are introduced to different occupations and their corresponding job responsibilities.
Publisher: Learning Resources Co., 1974
Clusters – Marketing & Distribution, Construction, Transportation, Agri-Business & National Resources, Health
Elements – Educational Awareness, Career Awareness, Attitudes & Appreciations

K–6 **COMMUNITY WORKERS AND HELPERS, GROUP 3** C0054

The two filmstrips, corresponding cassette narration, two teacher's guides/reading scripts are part of a three group series that was designed to help students appreciate groups of workers and the services they do that benefit the community, and to become aware of certain job clusters and vocations that might be career possibilities for them one day. Titles are: *People Who Work With Animals;* and *People Who Make Things.* There are a total of twelve titles available in the three group series.
Publisher: Family Films, 1975
Clusters – Manufacturing, Agri-Business & Natural Resources, Fine Arts & Humanities, Consumer & Homemaking
Element – Career Awareness

MULTI-CLUSTER

GRADE

8–12 **MAKING IT IN HUMAN SERVICES** C0355

This unit includes 2 filmstrips, 2 cassettes and 1 teacher's guide. This unit is designed to show the many career opportunities open in the human services area, which include services for the ill, poor, aged, handicapped and disadvantaged. Services in this area are provided by the government, private groups and organizations, agencies and special projects. The program discusses the great value of volunteers in the human services area.
Distributor: Perma-Bound
Clusters – Business & Office, Consumer & Homemaking, Fine Arts & Humanities, Health, Personal Services, Transportation

12–A **NO EXPERIENCE NECESSARY** C0350

This 348 page book is designed to help the female liberal arts graduate find employment. This guide describes in detail hundreds of available jobs in many different fields. Included is information in each field on beginning jobs and where they can lead, comparative salaries, part-time and free-lance opportunities as well as listings of resources that can help find the job you want.
Distributor: Perma-Bound
Clusters – All
Element – Career Awareness

8–12 **CAREERS AFTER HIGH SCHOOL** C0349

This 179 page book describes 251 selected jobs for high school graduates. It describes where and how to get the right job after high school, tips on resumes, and interviewing techniques. The jobs described range from sales, clerical, skilled and semi-skilled opportunities to technical and semi-professional apprenticeships, and civil service work. This book was written for the vast majority of high school students whose career plans aren't firm, and who aren't sure what life style is for them.
Distributor: Perma-Bound
Clusters – All
Elements – Career Awareness, Educational A reness

7–12 **FASCINATING WORLD OF WORK CAREER AWARENESS SERIES, Volume I** C0405

This program includes 4 filmstrips, 4 cassettes, 4 teacher's guides and a life style evaluation form. The unit is designed to better prepare all students for the selection of a self-satisfying occupation capable of providing not only livelihood, but also success and happiness. Program objectives are: to make students aware of the need for early career planning; to provide students an opportunity to become familiar with many occupations; to make students aware of themselves and their own individually projected life styles; and to explain to the student how each career relates to that projected life style. Filmstrip titles are: *Sales; Mechanics; Accounting;* and *World of Work.*
Publisher: National Career Consultants, Inc., 1973
Clusters – Marketing & Distribution, Business & Office, Transportation
Elements – Attitudes & Appreciations, Career Awareness, Decision Making, Self Awareness

7–12 **FASCINATINC WORLD OF WORK CAREER AWARENESS SERIES, Volume III** C0407

This program includes 6 filmstrips, 6 cassettes, 6 teacher's guides, and a life style evaluation form. The unit is designed to better prepare all students for the selection of a self-satisfying occupation capable of providing not only livelihood, but also success and happiness. Program objectives are: to make students aware of the need for early career planning; to provide students an opportunity to become familiar with many occupations; to make students aware of themselves and their own individually projected life styles; and to explain to the student how each career relates to that projected life style. Filmstrip titles are: *Nursing; Writing; Civil Engineering; Education; Computer Programmers;* and *Machinists.*
Publisher: National Career Consultants, Inc., 1973
Clusters – Health, Communications & Media, Public Service, Manufacturing, Business & Office
Elements – Attitudes & Appreciations, Career Awareness, Decision Making, Self Awareness

7–12 **FASCINATING WORLD OF WORK CAREER AWARENESS SERIES, Volume II** C0406

This program includes 6 filmstrips, 6 cassettes, 6 teacher's guides and a life style evaluation form. This program is designed to better prepare all students for the selection of a self-satisfying occupation capable of providing not only livelihood, but also success and happiness. Program objectives are: to provide students an opportunity to become familiar with many occupations; to make students aware of themselves and their own individually projected life styles; and to explain to the student how each career relates to that projected life style. Filmstrip titles are: *Law; Electronics; Law Enforcement; Truck Driving; Secretaries;* and *Retail Fashion Buyers.*
Publisher: National Career Consultants, Inc., 1973
Clusters – Public Service, Transportation, Business & Office, Marketing & Distribution, Manufacturing
Elements – Attitudes & Appreciations, Career Awareness, Decision Making, Self Awareness

MULTI-CLUSTER

GRADE

2 **REAL PEOPLE AT WORK, GRADE 2** C0143

This kit contains 30 booklets, 10 career cluster visuals that illustrate people at work, 10 career cluster/task posters, a bulletin board display, teacher's guide, and 4 spiritmasters. This kit has been designed to make children aware of the many different occupations, to identify those that appeal to him, to build respect for work and workers, to acquaint the child with typical tools, equipment and functions of various occupations, and to teach the child to work profitably and to enjoy it. Each of the 30 booklets portrays a real person at work, along with 5 or 6 co-workers. Three second grade reading levels are represented in the 30 titles.
Publisher: Changing Times
Clusters – All
Elements – Self Awareness, Educational Awareness, Career Awareness, Attitudes & Appreciations

6–10 **CAREERS IN FOCUS** C0079

This series contains a program guide, 14 student texts, and corresponding worksheet and teacher's guide pamphlets for each. Also included is a filmstrip and cassette that previews the entire series. One unit is titled *Discovering You*, the other 13 units are concerned with occupational clusters. The purpose of the series is to familiarize students with a wide range of career possibilities, and to help students understand themselves in terms of their interests, abilities and values. The 13 occupational manuals contain information about over 350 jobs. Students learn about jobs by reading and by doing job related tasks.
Publisher: McGraw-Hall
Clusters – All
Elements – Self Awareness, Educational Awareness, Career Awareness

4–8 **THE JELLY BEAN COMPANY** C0181

The two part unit includes 12 filmstrips, 12 cassettes, 100 activity cards, and 2 teacher's guides. The unit is designed around Mr. Fielding, an interesting character who decides to form his own company to distribute jelly beans. His success in the business leads to problems of growth, and to a concern for the company's position in the society. The unit helps children to learn 150 occupations related to manufacturing, selling and serving; to begin to classify jobs into clusters; to describe different life styles and relate them to possible careers; to associate workers with services that they perform; to name different ways in which career training can be achieved; and to tell why different jobs are important.
Publisher: BFA
Clusters – Business & Office, Marketing & Distribution, Manufacturing, Transportation, Environmental Control, Public Service, Health, Hospitality & Recreation, Personal Service
Elements – Career Awareness, Educational Awareness, Economic Awareness, Attitudes & Appreciations

Pre–3 **MY COMMUNITY – TEACHING PICTURES** C0090

This unit contains 12 teaching pictures and corresponding resource sheets. It has been developed to introduce children to all aspects of their community. The shown are the school, post office, police station, fire station, library, supermarket, hospital, drug store, zoo, airport, park, and the beach. The resource sheets give information about each, along with suggested activities, books, records, films and filmstrips of interest.
Publisher: David C. Cook, 1966
Clusters – Marketing & Distribution, Transportation, Public Service, Health, Hospitality & Recreation
Elements – Self Awareness, Career Awareness, Attitudes & Appreciations

K–6 **LEARNING ABOUT CAREERS** C0086

The unit includes 20 large pictures and 1 teacher's resource manual. The unit is designed to help give students an awareness of the occupations in the 15 U.S.O.E. Occupational Clusters. It describes the career opportunities that are available and the types of training and skills necessary to obtain the occupations.
Publisher: David C. Cook Publishers, 1974
Clusters – All
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

K–3 **COMMUNITY WORKERS** C0083

This set of 23 flannel board figures illustrates many kinds of community workers, and classifies them according to the type of service offered. Workers included are: a telephone repairman, road construction worker, general repairman, plumber, carpenter, bricklayer, painter, milkman, breadman, ice-cream man, chef or baker, waitress, cashier, telephone operator, taxi driver and service station operator, bank teller, saleswoman, newspaper boy, trash collector, and barber.
Publisher: Instructo Products
Clusters – Marketing & Distribution, Construction, Manufacturing, Public Service, Hospitality & Recreation, Personal Services
Element – Career Awareness

MULTI-CLUSTER

GRADE

8–12 **CHOOSING A VOCATION** **C0303**

This unit contains 1 color filmstrip with corresponding cassette narration, 10 individual interviews on 5 cassettes and 1 discussion guide. The program is designed to give an introductory look into the job market, trade schools and vocational programs for the non-college bound student. A major goal of the program is to motivate the students to appraise themselves as to their best potential and then establish a goal before they graduate from high school. The individual interviews focus on the following workers; automotive mechanic, truck driver, electrician, plumber, television repair, refrigeration service, carpenter, bricklayer, beautician, and salesperson.
Publisher: Educational Dimensions Group, 1974
Clusters – Construction, Personal Service, Transportation, Marketing & Distribution
Elements – Career Awareness, Educational Awareness

K–3 **PEOPLE WHO WORK WITH ANIMALS** **C0230**

This 55 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. The unit provides students with an awareness of the numerous careers available to people who want to work with animals. Specific occupations focused on are zoo keepers, dog breeder, dog catcher, dog groomer, dog trainer, animal keeper in a circus, veterinarian, marine-mammal trainer, pet shop attendant, etc. This unit may be used in language arts, social studies, math and art.
Developed by: Ohio State University, Center for Vocational Education, 1974
Clusters – Agri-Business & Natural Resources, Marine Science, Environmental Control, Public Service, Hospitality & Recreation
Elements – Career Awareness, Educational Awareness

2–4 **THE SUPERMARKET** **C0232**

This 49 page notebook includes text, teacher's guide, duplicable student materials, and evaluation guides. This unit introduces students to the food industry – the goods and services it provides, the workers it employs, and some basic skills a consumer needs. The supermarket is used as an example since it is one of the most familiar to primary students. Titles of chapters are: "Supermarket Departments"; "Supermarket Workers"; "Supermarket Tools and Equipment"; Supermarket Suppliers"; and "Consumer Skills in the Supermarket".
Developed by: Ohio State University, Center for Vocational Education, 1974
Clusters – Agri-Business & Natural Resources, Consumer & Homemaking, Marketing & Distribution, Personal Services, Business & Office
Elements – Economic Awareness, Career Awareness

2–5 **CREATING GREETING CARDS: A BUSINESS BRINGS PLEASURE** **C0241**

This 74 page notebook contains text, teacher's guide, duplicable student materials, and evaluation guides. Students participate in the creation and production of greeting cards, and discover them as a form of communication. Students first examine commercial greeting cards to see the relationship between message, design, and occasion. Students fill out job application forms for one of the positions of designer, printer, silk screener, envelope maker, and builder (of a greeting card store). As students produce the greeting cards, they are learning the importance of performing a task as fast, as inexpensively, and as accurately as possible, and of coordinating individual workers' interests, skills, and training.
Developed by: Ohio State University, Center for Vocational Education, 1974
Clusters – Communications & Media, Marketing & Distribution, Business & Office, Manufacturing
Elements – Career Awareness, Economic Awareness, Beginning Competency & Skill Awareness

1–6 **CAREER FLASHCARDS** **C0373**

This program includes 50 flashcards with rebus puzzles, 50 small flashcards, and 1 teacher's guide. The flashcards are designed to help integrate career awareness into the process of teaching both dictionary and perception skills. The flashcards depict various careers which the students guess through pictures of objects, signs, letters, etc., whose names suggest words or phrases. The TV game show *Concentration* was based on contestants guessing the correct answer to a rebus puzzle. (This is one of T. Moil's favorite units.)
Publisher: Career Futures, Inc., 1974
Clusters – All
Elements – Career Awareness, Educational Awareness, Self Awareness

K–2 **SCHOOL HELPERS** **T0257**

This 8 page unit introduces primary school children to the different occupations found in a school. The five positions studied are: principal, secretary, nurse, librarian and custodian. Activities are correlated to each career position.
Developed by: Mona Coupal
Clusters – Business & Office, Public Service, Health
Elements – Career Awareness, Attitudes & Appreciations

MULTI-CLUSTER

GRADE

K–3 **JOBS AND THE COMMUNITY** **C0400**

This series includes 6 filmstrips, 6 cassettes and a discussion guide. This program is a primer of occupations for young children being introduced to the world of work for the first time. The program describes that many people in the community earn a living making the lives of people more pleasant. Students will become familiar with the community workers who provide food, entertainment, goods and services.
Publisher: Coronet, 1976
Clusters – All
Elements – Economic Awareness, Career Awareness

K–3 **JOBS AT HOME AND SCHOOL** **C0399**

This program includes 6 filmstrips, 6 cassettes, and a discussion guide. This series is a primer of occupations for young children being introduced to the world of work for the first time. Specifically this program introduces children to some of the careers related to familiar objects at home and at school. Students will become familiar with workers who come to their houses to deliver goods and provide services and those workers who keep their school running smoothly.
Publisher: Coronet, 1976
Clusters – All
Elements – Career Awareness, Economic Awareness

K–3 **JOBS AND PEOPLE** **C0401**

This program includes 6 filmstrips, 6 cassettes and a discussion guide. The program focuses on people and how they function in a wide variety of jobs. This program is designed to help students associate the cost of things with the money workers earn, to identify people who earn a living selling things and services, and to become aware of all the people who work to help produce goods. Students will become aware that all jobs have one thing in common – each job is an individual as the worker.
Publisher: Coronet, 1976
Clusters – All
Elements – Economic Awareness, Career Awareness

K–3 **JOBS AND THINGS** **C0398**

This program consists of 6 filmstrips, 6 cassettes, and discussion guide. This series introduces students to careers in manufacturing, construction, banking, insurance and real estate. Students will become aware of the tools that make work easier gaining an awareness of the jobs of people who work mainly with money. Students are also introduced to careers that make places pretty and the people who keep places looking attractive.
Publisher: Coronet, 1976
Clusters – Manufacturing, Construction, Business & Office, Agri-Business & Natural Resources
Elements – Career Awareness, Economic Awareness

5–9 **PEOPLE WHO INFLUENCE OTHERS, CAREER DISCOVERIES** **C0388**

This program includes 4 filmstrips, 4 cassettes and a teacher's guide. This unit is designed to give students insight into why people enjoy specific types of work. This program introduces a model and cosmetics demonstrator who talks about selling products she believes in; an advertising executive who is working on her public service campaign for a city zoo; a county agent who invites students to a dairy farm where he helps farmers improve their farming methods. The program emphasizes qualities of gregariousness, self-confidence, sensitivity, empathy, and leadership.
Publisher: Guidance Associates, 1973
Clusters – Fine Arts & Humanities, Marketing & Distribution, Agri-Business & Natural Resources
Elements – Career Awareness, Educationl Awareness, Self Awareness

1 **REAL PEOPLE AT WORK, GRADE 1** **C0142**

The unit includes 30 posters, 30 activity sheets, one bulletin board display, 8 spirit masters, teacher's guide, and one "Handy Helper" badge. The unit is designed to help a student acquire a background for learning to work, to produce profitably, to enjoy work thoroughly and to appreciate the opportunities that a free society provides. It is intended to blend career development with other instructional areas so that each child acquires skill and knowledge that will help him to achieve balance in the work, home and socio-civic phases of his life. Also, the resource unit is designed to reinforce task-performance habits and child-parent-teacher communication.
Publisher: Changing Times Education Service
Clusters – All
Elements – Self Awareness, Educational Awareness, Career Awareness, Attitudes & Appreciations

MULTI-CLUSTER

GRADE

9–12 **OPPORTUNITY** C0270

This set contains 8 cassettes, 8 filmstrips, teacher's guide and student career log. This series has been designed to help students become aware of a broad range of occupations open to them and characteristics of each. It helps students become aware of their personal interests and values, and of the ways work can help them fulfill their needs and goals. It also introduces students to the skills and problems of applying for work, reading want ads, interviewing for a job, and posing appropriate questions about careers. Filmstrips 2–6 interview 15 workers who describe their jobs and reveal their attitudes about work and the role it plays in their lives. In filmstrips 1, 7, and 8 students experience some of the social stituations which workers and job applicants face, and they try their hands at work related skills.
Publisher: Scholastic
Clusters – All
Elements – Self Awareness, Educational Awareness, Career Awareness, Employability Skills

6–12 **CROWLEY COUNTY COMMUNITY RESOURCE DIRECTORY** T0236

This 36 page community resource directory was developed in a small rural area. It provides various careers descriptions which include a brief account of the job duties, job positions, and future expectations of the career. Each career listed is one page in length providing general information to acquaint students with careers.
Developed by: Lorene Broadbent

Pre–3 **HOME AND COMMUNITY HELPERS – TEACHING PICTURES** C0087

This kit contains 12 teaching pictures and corresponding resource sheets. The pictures show a worker in action, the resource sheets give facts about the occupation depicted, the duties and responsibilities involved and how this person contributes to the home or community. Careers depicted are: fireman, dentist, mother, postman, fruit market owner, office workers, a grandfather, policeman, telephone lineman, bulldozer operator, plumber, and service station attendent. Activities are suggested, along with suggestions for books to read and filmstrips and records.
Publisher: David C. Cook, 1972
Clusters – Business & Office, Marketing & Distribution, Manufacturing, Public Service, Health, Consumer & Homemaking
Elements – Career Awareness, Attitudes & Appreciations

Pre–3 **SCHOOL AND SCHOOL HELPERS – TEACHING PICTURES** C0088

This kit contains 12 teaching pictures and corresponding resource sheets. The pictures depict people working, and the resource sheets give information about that job, telling duties and responsibilities, and explaining how the many different occupations are all represented in a school. Workers shown are: a principal, librarian, art teacher, music teacher, classroom teacher, custodians, school bus driver, crossing guard, office secretary, physical education teacher, classroom teacher, custodians, school bus driver, crossing guard, office secretary, physical education teacher, nurse and parent teachers' association. Suggested activities are also given, with books, films and filmstrips, records and flannel board figures of interest.
Publisher: David C. Cook, 1969
Clusters – Business & Office, Transportation, Public Service, Health
Elements – Career Awareness, Attitudes & Appreciations

6–A **DATABOX: FORT BRAGG** C0205

This multi-media kit is a unit on city planning. Fort Bragg, California, provides the data that enable students to acquire into a variety of social phenomena: economic interdependence, social interaction, decision making processes, historic evolution of a town, community geography. Individually and in small groups, students examine such facets of community life, as the location of a factory, planning for recreational facilities, the choice of a livelihood, drug problems, and the effects of a seasonal tourist industry. By using the 80 project cards, students can take on different roles and take part in every aspect of city planning.
Publisher: BFA, 1971
Clusters – All
Elements – Career Awareness, Economic Awareness, Decision Making, Attitudes & Appreciations

9–12 **CAREERS IN DRAFTING** C0317

The program includes 2 filmstrips, 2 cassettes and a teacher's guide. The unit is designed to help students learn the opportunities in the fields of drafting: architectural, structural, civil, mechanical, technical, space and many others. All of the major areas are defined, described and discussed in detail, from home and highway to ships and harbor design, telephones, toasters, oil refineries and space vehicles. The program gives each student a realistic view of what he or she can contribute as well as expect in the way of rewards – both professional and personal
Publisher: Educational Dimensions Corporation, 1969
Clusters – Construction, Business & Office
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

MULTI-CLUSTER

GRADE

1–3 **CDCP LEVEL 2: EXPLORING INTERESTS IN WORK AND PLAY** **C0201**

The unit includes 4 filmstrips with corresponding cassette narration, 18 story study prints, 1 card game, 2 masters that may be copied, and 1 teacher's guide. The unit is designed to develop children's awareness that work activities provide a means by which personal interests are expressed. It shows that there are many different kinds of work which children are familiar with – work at school, work at home, volunteer work done by parents, and, of course, the occupation of their parents. The concept of an occupation is introduced and expanded to illustrate how an occupation is different from other forms of work.
Publisher: McKnight
Clusters – Marketing & Distribution, Construction, Transportation, Public Service, Health, Hospitality & Recreation, Fine Arts & Humanities, Consumer & Homemaking
Elements – Self Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

3 **REAL PEOPLE AT WORK, GRADE 3** **C0144**

This kit contains 30 booklets, 10 task-talent visuals, 10 life style posters, bulletin board display, 4 spirit masters, and teacher's guide. The unit has been designed to continue to expand a child's awareness of different careers; to help identify special talents and relate them to careers; to draw parallels between skills learned in school and skills used on the job; to acquaint the child with typical tools, equipment and functions of different occupations; and to introduce the concept of the relationship of work, home and socio-civic life. Three third grade reading levels are represented in the 30 titles.
Publisher: Changing Times
Clusters – All
Elements – Self Awareness, Career Awareness, Educational Awareness, Attitudes & Appreciations

K–4 **WHERE AND HOW PEOPLE WORK** **C0169**

The unit includes 4 filmstrips, 4 cassettes and 1 teacher's guide. The unit shows that it takes a great many types of workers, skills, and equipment to keep our society running smoothly. After providing understandings of distance, transportation, and communication, this series introduces the basic primary concepts of economic interdependence and how goods flow from producer to consumer. Communication and transportation are seen in this series as two-way streets, and the importance of cooperation between skills is emphasized with the concept of "teams" of producers, processors, manufacturers, distributors, and consumers.
Publisher: BFA
Clusters – Marketing & Distribution, Communications & Media, Manufacturing, Transportation, Consumer & Homemaking
Element – Economic Awareness

Pre–3 **COMMUNITY WORKERS AND HELPERS** **C0084**

This kit contains 15 posters and corresponding information sheets. Each depicts a person working in an occupation. The information sheet tells that person's duties, responsibilities, and how he contributes to the community. The workers shown are a milkman, visiting nurse, policeman, fire fighter, meteorologist, school doctor, teacher, farmer, sanitation worker, surveyor, cafeteria cook, mailman, hospital volunteers, forest ranger and librarian.
Publisher: Instructo Products
Clusters – Marketing & Distribution, Agri-Business & Natural Resources, Public Service, Health
Element – Career Awareness

K–6 **BEGINNING CONCEPTS, PEOPLE WHO WORK, UNIT 2** **C0204**

The unit includes 5 filmstrips, 5 cassettes, 5 paper hats, teacher's guide and punch-out finger puppets. The unit explores the jobs and lives of five real people – an architect, a photographer, a pet shop owner, a farmer, and a pilot. It is designed to help children develop self-awareness about their own abilities, interests, likes and dislikes, and relate these to the world of work.
Publisher: Scholastic
Clusters – Marketing & Distribution, Transportation, Agri-Business & Natural Resources, Fine Arts & Humanities
Elements – Self Awareness, Career Awareness, Attitudes & Appreciations

K–2 **WORLD OF WORK ADVENTURES OF THE LOLLIPOP DRAGON** **C0080**

This kit of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts is part of a larger kit in which the Lollipop Dragon introduces children to the world of work in the town of Tumtum, where workers, children and even the King demonstrate career concepts. Work specialization, division of labor, interdependence, and technology in the working world are illustrated. Titles in the kit are: *The Workers of Tumtum,* and *The Lollipop Dragon.* There are four other units in this series, *Building a New Clubhouse; Trading Jobs in Tumtum; Making Dragon Cookies;* and *Changing World of Work in Tumtum.*
Publisher: SVE – Lollipop Dragon Productions, 1974
Clusters – All
Elements – Career Awareness, Attitudes & Appreciations

MULTI-CLUSTER

GRADE

6–10 **HELLO, WORLD!** **C0103**

The unit includes 9 career exploration books and 1 program guide. It is designed to help students to begin assessing their own interests and abilities, gain experience in decision making, explore key occupational areas, and to develop tentative occupational plans. Also, *Hello, World* helps students develop an awareness of economic and social values, and an appreciation of the dignity of work. Each book begins with a collection of quotations by teenagers commenting on the careers under exploration. This is followed by a unit overview, a capsule of general information about the job trends and the variety of jobs within that specific career cluster.
Publisher: Field Educational Publications
Clusters – Business & Office, Marketing & Distribution, Communications & Media, Transportation, Environmental Control, Public Service, Hospitality & Recreation, Health, Consumer & Homemaking
Elements – Self Awareness, Educational Awareness, Career Awareness, Decision Making, Attitudes & Appreciations

K–4 **WHO HELPS US** **C0166**

The two part kit contains 10 filmstrips, 10 cassettes, and one teacher's guide. The series emphasizes the interdependence of people, goods, and services in a community. Some helpers keep us healthy and clean; some protect our lives; others make it easier to get the things we need. In some way, all make our life safer, happier, and healthier. Through specialization of labor, goods and services are offered at a minimum cost and with a maximum of efficiency. The titles are: *The Fire Department; The Police Department; The Supermarket; The Bakery; The Laundry; The Service Station; The Dentist; The Dairy; The Library;* and *The Post Office.*
Publisher: BFA
Clusters – Transportation, Public Service, Health, Personal Service
Elements – Career Awareness, Economic Awareness

7–14 **CAREER GAMES LABORATORY** **C0001**

This game kit consists of one 11 page teacher's guide, 326 cards with various information, one score pad, one color filmstrip, and one cassette. The game is semi-programmed; the individual makes a series of decisions under a branching concept, eventually discovering a career choice. Decisions are based upon career information, an "educational price" for each choice, and individual interests, aptitudes, values and aspirations. Career cards give an address or suggestion of a place to write or visit for more information on a career choice. The career cards are correlated with the *CAREER DEVELOPMENT LABORATORY;* a program of taped interviews with individuals in sixty occupations.
Publisher: Educational Progress Co., 1970
Clusters – All
Elements – Self Awareness, Career Awareness, Educational Awareness, Decision Making, Attitudes & Appreciations

K–6 **PEOPLE AT WORK, SET 2** **C0018**

This program of four filmstrips, four cassettes and a six page teacher's guide explores a broad range of occupation clusters introducing viewers to numerous workers and job responsibilities within each area. It shows the interrelations among jobs in each cluster, and demonstrates the importance of work both to the individual and to the community. Titles are: *At Work in Transportation; At Work in Communications; At Work in Offices and Factories;* and *At Work in Sports and Entertainment.*
Publisher: Learning Resources Co., 1974
Clusters – Business & Office, Marketing & Distribution, Communications & Media, Manufacturing, Transportation, Public Service, Hospitality & Recreation, Fine Arts & Humanities
Elements – Career Awareness, Attitudes & Appreciations

7–14 **CAREERS BY THE HUNDRED** **C0127**

These six filmstrips with corresponding cassettes each describe a different occupation. They are part of a 300 unit series, each explaining what an occupation is about, what the worker does, the work environment, the education and training requirements, the job prospects, and what the likely salary range is. The filmstrips have 12 frames, and the cassette narration is two minutes long. The same material is available in two other formats, "sound-on-slide" discs for use in 3-M machines #625 or #525, and "Chip & Script" – 35mm slides and accompanying scripts. Titles are: *Auto Mechanic; Catalog Order Clerk; Glazier; Local Truck Driver; Pediatrician;* and *Real Estate Salesman.*
Publisher: T-Cube Corp., 1973
Clusters – Business & Office, Manufacturing, Transportation, Health, Fine Arts & Humanities
Elements – Educational Awareness, Career Awareness

MULTI-CLUSTER

GRADE

K–6 **BEGINNING CONCEPTS, PEOPLE WHO WORK, UNIT 1** **C0203**

The unit includes 5 filmstrips, 5 cassettes, 5 paper hats, various punch-out finger puppets, and 1 teacher's guide. The unit explores the jobs and lives of five real people: a doctor, a baker, a quilt maker, a park ranger, and a factory manager. It is designed to help children develop self awareness about their own abilities, interests, likes and dislikes, and relate these to the world of work.
Publisher: Scholastic, 1975
Clusters – Health, Hospitality & Recreation, Consumer & Homemaking, Agri-Business & Natural Resources, Manufacturing
Elements – Attitudes & Appreciations, Career Awareness, Self Awareness

2–6 **REAL PEOPLE AT WORK – SERIES K** **C0197**

See complete entry under: *Language Arts.*

2–6 **REAL PEOPLE AT WORK – SERIES J** **C0196**

See complete entry under: *Language Arts.*

2–6 **REAL PEOPLE AT WORK – SERIES I** **C0195**

See complete entry under: *Language Arts.*

2–5 **REAL PEOPLE AT WORK – SERIES F** **C0193**

See complete entry under: *Language Arts.*

2–5 **REAL PEOPLE AT WORK – SERIES G** **C0194**

See complete entry under: *Language Arts.*

2–5 **REAL PEOPLE AT WORK – SERIES E** **C0192**

See complete entry under: *Language Arts.*

1–4 **REAL PEOPLE AT WORK – SERIES C** **C0191**

See complete entry under: *Language Arts.*

1–4 **REAL PEOPLE AT WORK – SERIES B** **C0190**

See complete entry under: *Language Arts.*

1–4 **REAL PEOPLE AT WORK – SERIES A** **C0189**

See complete entry under: *Language Arts.*

8–12 **WORK/WORKING/WORKER** **C0386**

See complete entry under: *Social Studies.*

8–12 **WOMEN AT WORK: CHOICE AND CHALLENGE** **C0392**

See complete entry under: *Social Studies.*

5–9 **PEOPLE WHO WORK IN SCIENCE** **C0387**

This program includes 4 filmstrips, 4 cassettes and a discussion guide. It is designed to give students insight into why people enjoy specific types of work. It stresses the importance of curiosity, inquiry, precision, and devotion that a person must possess for scientific involvement. An ocean-life scientist explains his experimental work with sea lions, whales, and a porpoises; a crime-lab technician gives students a tour of police lab facilities, demonstrates her own job in chemical analysis; a recording engineer invites children to sit in on the sound production of a TV commercial.
Publisher: Guidance Associates, 1972
Clusters – Marine Science, Public Service, Communications and Media
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness & Self Awareness

MULTI-CLUSTER

GRADE

7–12 **MODULAR EXPLORATION OF TECHNOLOGY SERIES (MET)** **C0113**

This program consists of 5 books which break down the field of modern technology into 4 areas. *Careers: An Overview* helps the student evaluate himself, various job opportunities, and future goals in order to make a wise career choice. *Construction: Industry and Careers* gives an overview of the industry that builds its projects where they are to be used. *Manufacturing* describes how companies are organized, managed, how they secure money to operate, and how they produce and sell their products. *Energy & Transportation* gives an overview of the industries that locate, extract, and process various kinds of energy. Transportation is considered a direct application of energy to movement of goods and people. *Communication* presents a survey of electronics, graphic arts, and drafting as means of communication.
Publisher: Prentice-Hall, 1976
Clusters – All
Elements – Career Awareness, Economic Awareness, Educational Awareness, Self Awareness, Employability Skills

8–A **CAREER DEVELOPMENT LABORATORY** **C0002**

This kit of 30 cassettes, 2 survey forms, teacher's guide and announcement poster utilizes 60 taped interviews with successful working people to broaden student awareness of career options. The survey form is used to determine students' high interest career areas; 36 interviews cover professional careers, the remainder include non-professional and technical careers.
Publisher: Educational Progress Corp., 1970
Clusters – All
Elements – Self Awareness, Career Awareness, Educational Awareness, Attitudes & Appreciation

7–12 **YOUR FUTURE IN YOUR OWN BUSINESS** **C0343**

This 186 page book is designed to inform the reader about the many facets of starting and operating his own business. It describes the pros and cons, the outlook for new businesses, management skills and money, business disasters, personal abilities, educational background, and self examination, partners, franchise programs, employees, loans and many more topics that should be considered when starting a business.
Distributor: Perma-Bound
Elements – All

7–12 **YOUR FUTURE IN HOSPITAL WORK** **C0344**

This 124 page book is designed to inform the reader about the many careers in hospitals. The following careers are described: business office, kitchen food service, ambulance service, housekeeping, laundry, medical records, x-ray and laboratory, inhalation therapy, occupational and physical therapy, nursing service, maintenance and guards, dental assistant, electronic technicians, public relation assistant and home health aide. Each career is described, briefly stating the personal requirements recommended, education needed, opportunities, disadvantages, and salary.
Distributor: Perma-Bound
Clusters – Business & Office, Construction, Consumer & Homemaking, Health, Hospitality & Recreation, Personal Services, Transportation
Elements – Career Awareness, Educational Awareness

1–6 **CHILDREN'S DICTIONARY OF OCCUPATIONS** **C0370**

This unit includes one 105 page dictionary with teacher's guide and 1 activity book which includes 16 activity sheets and guidelines for teachers. The dictionary is designed to perform several important functions such as: provide a classroom resource that works with individuals as well as small groups; helps to teach reading and dictionary skills in an interesting and unusual way; and to expose young people to the world of work in an easy and fun manner. The activity sheets are designed for use with the dictionary as individualized exercises in career awareness. They are also constructed to help students to begin to look at jobs in terms of personality and ability characteristics usually associated with people in certain occupations.
Publisher: Career Futures, Inc., 1974
Clusters – All
Elements – Attitudes & Appreciations, Career Awareness, Self Awareness

5–12 **PEOPLE WHO SERVE: CAREERS SERIES** **C0446**

This program consists of 10 super 8 silent film loops, and 1 teacher's guide. This series provides opportunities for students to learn about a variety of careers that are service related. Each film loop reveals the unique skills necessary for a particular job, the working conditions of the job, and the interactions of the worker with other people. Particular emphasis has been placed on this interaction and on revealing the worker's interests and his attitudes related to the job. Each film loop provides a set of data which will help the viewer evaluate the career in terms of his/her own interests and abilities. Film loop titles are: *Electronic Repair Service; Ambulance Paramedic; Veterinarian; Tow Truck Operator; Lock and Key Service; Dance Instructor; Air Pollution Control Service; Landscaper; Auto Body and Paint Service,* and *Machine Repair Service.*
Publisher: BFA
Clusters – Manufacturing, Health, Transportation, Fine Arts & Humanities, Agri-Business & Natural Resources, Environmental Control
Elements – Attitudes & Appreciations, Career Awareness

PERSONAL SERVICES

GRADE

K-3 **PERSONAL SERVICES CAREER AWARENESS** **C0010**

This program of 6 filmstrips, 2 cassettes and 2 page teacher's guide describes 6 personal service occupations: *Clergy; TV Repair Technician; Beautician; Pet Shop Owner; Meat Cutter;* and *Service Station Attendant.*
Publisher: Ideal School Supply Co., 1975.
Elements: Career Awareness, Attitudes & Appreciations, Educational Awareness

PUBLIC SERVICE

GRADE

K **POSTMAN AND POST OFFICE** **T0140**

This 19 page unit aids students in gaining respect for the postman. Students become aware of a postman's duties, his clothing and post office functions. Activities listed include a field trip, poems, songs and coloring picture handouts.
Developed by: D. Hanscom, R. Wren, M. Poole, W. Vinci
Elements – Self Awareness, Career Awareness

9–12 **SEEING FRENCH LITERATURE THROUGH RECORDINGS** **T0179**

See complete entry under: *Foreign Language.*

K–3 **PUBLIC SERVICE CAREER AWARENESS** **C0011**

This program of six filmstrips, two cassettes and a two page teaching guide describes six public service related occupations: *City Worker, Fire Fighter, Mail Carrier, Park Ranger, Police Officer,* and *Teacher.* The content of the narrations centers upon four factors: Where does the person work? What does the person do? What are the rewards? and What are the job conditions?
Publisher: Ideal School Supply Co., 1975
Elements – Educational Awareness, Career Awareness, Attitudes & Appreciations

K–6 **CAREERS THAT HELP PEOPLE, I** **C0012**

This program of four filmstrips, two cassettes and a six page teacher's guide describes careers that are usually considered institutional; The Police; Firefighters; Medical Technicians; and Other Community Services, such as jobs in government, communications, and public utilities. The purpose of this program is to inform the student of the effect of other people's jobs on his own life and his own town.
Publisher: Learning Tree Filmstrips, 1975
Elements – Educational Awareness, Career Awareness, Attitudes & Appreciations

5–9 **CAREER DISCOVERIES: PEOPLE WHO HELP OTHERS** **C0071**

This set of 4 filmstrips, 4 cassettes, and teachers' guide/reading script is part of a series that has been designed to demonstrate that career choice is an expression of individual personality factors and interests and to elicit reactions to a variety of career interest areas as an experience in relating to work at an emotional level. It demonstrates the richness and variety of career choices, and that people can relate positively to their work regardless of educational level. It also suggests that work and lifestyle are closely intertwined. Those interviewed are: a community organizer; a daycare worker; and a physical therapist.
Publisher: Guidance Associates, 1972
Clusters – Public Service, Health
Element – Career Awareness

K–3 **COMMUNITY HELPERS** **C0082**

This set of 29 flannel board figures illustrates many kinds of community helpers and classifies these helpers as professional, government employees, and volunteer service employees. Figures included are a doctor, dentist, teacher, nurse, librarian, judge, policemen, mail carrier, fireman, dog catcher, ambulance workers, safety patrol boy, brownie and cub scout leaders.
Publisher: Instructo Corp.
Clusters – Public Service, Health
Element – Career Awareness

Pre–3 **COMMUNITY HELPERS AT WORK** **C0081**

This kit contains 53 heavy cardboard scenery pieces with plastic stands. Each piece is part of a scene showing the activities of 4 community helpers: the police, the firemen, mailmen, and the doctor.
Publisher: Instructo Corporation, 1968
Clusters – Public Service, Health
Elements – Career Awareness, Attitudes & Appreciations

9–12 **SOCIAL WORKER** **T0003**

This 20 page self-instructional booklet is designed for student use in experiencing a few of the problems and decisions made as a social worker. Many of the situations described can provide a basis for group discussions. Also includes a description of desirable traits, some of the requirements and job positions requiring a social worker's training and background.
Developed by: Joy Brandt
Elements – Career Awareness, Decision Making, Attitudes & Appreciations

PUBLIC SERVICE

GRADE

1–3 **COMMUNITY HELPERS WHO KEEP US SAFE** T0259

This 6 page unit helps students develop an appreciation for the dignity of all honest work. Students learn to identify policemen and firemen as well as some of their job duties. Five suggested activities are included. This unit does suggest supportive material and resources that could be used.
Developed by: Nancy Andrew, Sharon Crowell
Elements – Career Awareness, Attitudes & Appreciations

K–3 **POST OFFICE WORKERS** T0256

This 9 page unit introduces students to some of the workers in the post office and to mail carriers and their jobs. The children learn to recognize the postal uniform and become familiar with types of mailboxes. The importance of not interfering with others' mailboxes is a discussion topic. Included is a supplement concerning the handling of mail prepared by the U.S. Postal Service.
Developed by: La Verne Milner
Element – Career Awareness

K–1 **A LETTER'S JOURNEY** T0157

This 4 page unit gives children an insight into what happens when they send a letter from their home in the country to a friend in the city. This unit helps develop the student's basic skills of understanding and reasoning of a complex operation. Six planned activities are included with objectives and goals. This unit suggests the use of supportive materials and resources.
Developed by: Barbara Drobnitch, Sarah Largent
Element – Career Awareness

3–4 **SCHOOL CUSTODIANS** T0286

This 5 page unit helps students develop an awareness of and an appreciation for the total concept of custodial work. Students gain an attitude of appreciation toward all service occupations and recognize the value and dignity of all kinds of work. A pre-test and post test are given to evaluate the student's attitudes and knowledge of custodial workers.
Developed by: Mary Brooks, Marge Shumake, Marian Kochiovelos
Elements – Career Awareness, Attitudes & Appreciations

1–3 **OUR COMMUNITY HELPERS: THE POLICEMAN** T0272

In this 18 page unit children learn about the career of the policeman and gain knowledge and understanding of human differences in society. Children have the opportunity to develop language arts skills required in learning. This unit includes six suggested activities, an oral pre- and post test, an evaluation guide and a song. Supportive books and media listed can be adapted to your area resources.
Developed by: R. Baulesh, C. Abercrombie, L. Bergevin, B. Gallina, L. Roth, B. Ursick
Elements – Career Awareness, Attitudes & Appreciations

K–1 **CONTRIBUTIONS OF THE FIREMAN** T0266

By investigating the life style of Pueblo firemen, the children become aware of and sensitive to the contributions of firefighters in all communities. This 6 page unit contains four suggested activities that require language arts skills for understanding. If the suggested resource material is unavailable to you, this unit can be adapted.
Developed by: Geraldine Allen, Berta McConnel, Virginia Walker
Elements – Career Awareness, Attitudes & Appreciations

5–6 **CITY GOVERNMENT AWARENESS** T0005

This 10 page unit was developed to increase the student's awareness of career possibilities in the area of public service. A pre-test followed by suggested activities and a post test are included. This unit makes several references to local agencies and resources.
Developed by: Wayne Peterson
Cluster – Public Service
Elements – Educational Awareness, Career Awareness

1–4 **POST OFFICE** T0277

This 14 page unit is intended to acquaint the child with the role of the postman in the community. The unit demonstrates the relationship of the postman's career to the child's life and to other professions. Thirty-six activities are suggested to fulfill district and performance objectives. Also included are songs and a student evaluation of self. Lists of books and audiovisual materials are provided.
Developed by: Celestine Alber, Linda Edwards
Elements – Self Awareness, Career Awareness, Attitudes & Appreciations

PUBLIC SERVICE

GRADE

K–6 **COMMUNITY WORKERS** T0248

This ten page unit introduces the student to the community and its workers. The five workers discussed are policeman, postman, fireman, milkman and doctor. Throughout the unit each student prepares a notebook with sections on each worker (i.e. duties, equipment, lifestyles and personal art work). Along with speakers, research is done by each student.
Developed by: Elizabeth Trujillo
Elements – Career Awareness, Attitudes & Appreciations

6–9 **PEOPLE WHO GOVERN: STATE AND LOCAL GOVERNMENT** C0437

This series contains 7 filmstrips with corresponding cassette narration, and a teacher's guide. Each filmstrip follows the life style, duties, and position of an elected governmental official. *The Congressman* – is Frank Thompson of New Jersey. The people that he represents range from white and blue collar workers, slum dwellers, suburbanites, farmers, etc. His role as their representative is explored with particular attention to the issues of education and pollution. *The Big City Mayor* – is Frank Sedita of Buffalo, New York. His problems are those of other big cities – the movement of the middle class to the suburbs; the need for more services such as education, housing, and employment. *The County Executive* – is Eugene Nickerson of Nassau County in New York that has problems that spill over from New York City. *The Small City Mayor* – is Ed Garrison of Chaplin, Connecticut. *The City Councilman* – is Tom Atkins of Boston. *The State Legislator* – is Stewart McKinney of Fairfield, Connecticut. *The Governor* is Frank Licht of Rhode Island. Although all the men interviewed are from the East, the problems encountered are common throughout the United States.
Publisher: BFA, 1970
Elements – Career Awareness, Attitudes & Appreciations, Economic Awareness

All **COLORADO STATE GOVERNMENT, PERSONNEL (DEPARTMENT OF)**

See catalog entry under: *Business & Industry.*

All **DENVER CITY AND COUNTRY, CAREER SERVICE AUTHORITY**

See catalog entry under: *Business & Industry.*

All **SMALL BUSINESS ASSOCIATION (SBA)**

See catalog entry under: *Business & Industry.*

All **UNITED STATES GOVERNMENT, CIVIL SERVICE COMMISSION**

See catalog entry under: *Business & Industry.*

All **UNITED STATES GOVERNMENT, LABOR (DEPARTMENT OF), MANPOWER ADMINISTRATION**

See catalog entry under: *Business & Industry.*

7-12 **YOUR FUTURE IN ELEMENTARY SCHOOL TEACHING** C0341

This 160 page book is designed to inform the reader about a career in elementary school teaching. It describes how an individual can best prepare himself or herself for teaching, the benefits, opportunities for advancement, other career possibilities, and training costs. Other topics discussed are; tips for the beginner, why some teachers fail, getting your first job, and preparing a resume.
Distributor: Perma-Bound
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness, Self Awareness

5-6 **LAW ENFORCEMENT OFFICER** T0011

A 12 page instructional unit that is designed to better acquaint students with a wide range of law enforcement positions. Included are mathematical story problems, a vocabulary list and a true-false test. This unit can be used as a developmental model since it makes several references to local agencies.
Developed by: Herb Asbaugh
Element – Career Awareness

NOTES

TRANSPORTATION

GRADE

1–4 **THE AIRPORT** T0276

In this 14 page unit children acquire knowledge of an airport and its workers and also discover that an airport is a busy, exciting place. The terminal bustles with action: airline workers, passengers, departures, arrivals, shops, restaurants, waiting rooms and announcements over a loud speaker. Individual and group activities are suggested. Included in this unit are a vocabulary list and a bibliography.
Developed by: M. Hollmer, M. Wyatt
Element – Career Awareness

9–12 **BASIC AVIATION** T0217

This 15 page unit develops students' interest in aviation. The study of basic flight principles through classroom and field activities provides students an opportunity to explore possible aviation related careers. Many additional references and resources are used that may require adaptation if unavailable in your area. Twenty-four various activities and five quizzes are provided.
Developed by: Mike Phillips
Elements – Career Awareness, Employability Skills, Attitudes & Appreciations

6 **AIR TRANSPORTATION** T0148

This 6 page unit was designed to give the student a general overview of the field of air transportation as a major industry. Activities are provided to stimulate student thinking. A list of related jobs is included.
Developed by: M. Hill, N. Yeager
Elements – Self Awareness, Career Awareness

1–4 **PUBLIC TRANSPORTATION** T0278

In this unit students will gain knowledge and understanding of the purpose and need for public transportation (intercity travel by bus and by air). They will learn about varied jobs and skills used by the employees of public transportation and recognize such jobs as a necessary service to the public. The unit contains six suggested student activities. An airport travel game is also included. This unit lists specific material and resources.
Developed by: Esther Iverson
Element – Career Awareness

6–A **JOBS IN AUTOMOTIVE SERVICES** C0285

The unit includes 8 filmstrips, 4 records and 1 filmstrip guide. The unit is designed to help students become aware of automotive service jobs, the nature of automotive work, job requirements, job rewards and disadvantages, and training and advancement possibilities. Each filmstrip is an on-the-job interview that was shot on location and has a documentary approach. Students see young people actually performing car repairs and hear pointers on what supervisors and customers expect.
Publisher: Coronet Instructional Media, 1974
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

7–12 **COMMERCIAL AVIATION** C0416

This program contains 6 filmstrips, 3 cassettes, 1 career rating chart, and 1 counselor's key. This series is designed to help students to intelligently choose a career. This series provides perspective and insight for students selecting a career in commercial aviation. This series includes 1 overview filmstrip of the commercial aviation field and 5 filmstrips covering individual aviation jobs: *Radio Repairman, Flight Dispatcher, Aircraft Electrician, Instrument Repairman, Engine Mechanic.* Sources for additional information are also included.
Publisher: Acoustifone
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness

8–12 **GOOD JOBS IN AUTO SERVICES** C0403

This program includes 2 filmstrips, 2 cassettes and a teacher's guide. This program follows an inner-city student, Alfred McPherson, as he visits a service station in the busy city where he lives. Here he sees and learns of the great variety of jobs and activities open to him, from pumping gas to working in the bay. Important tips are also presented on job behavior; the ability to work without supervision; dependability; ambition and drive as well as curiosity.
Publisher: Center for Learning Skills, 1976
Elements – Attitudes & Appreciations, Career Awareness, Employability Skills

TRANSPORTATION

GRADE

9–A **WORKING AS AN AUTOMOTIVE MECHANIC** **C0356**

This program consists of 2 twenty minute cassettes and a discussion guide. Cassette 1 discusses various aspects of the essential and satisfying trade of automotive mechanics. Also discussed are the responsibilities of the job, where auto mechanics work, specialists, related auto services, monetary rewards, and the type of person who becomes an auto mechanic. Cassette 2 describes the work day of a mechanic, training, and the employment outlook.
Distributor: Perma-Bound
Elements – Attitudes & Appreciations, Career Awareness, Educational Awareness, Self Awareness

4–8 **WORK WORLD OF WHEELS** **C0027**

The unit includes 1 filmstrip, 4 cassettes, 3 books, student worksheets, and 1 teacher's guide. The career unit is designed to help students explore the variety of occupations involved with "wheels." The unit describes the background and skills needed to perform these dignified and fulfilling jobs. The unit titles are: *Very Important People Who Work With Buses and Trucks, Very Important People Who Work With Farm and Earth-Moving Machines,* and *Very Important People Who Work With Recreational Vehicles.*
Publisher: Childrens Press
Clusters – Marketing & Distribution, Manufacturing, and Transportation
Elements – Self Awareness, Educational Awareness, Career Awareness, Attitudes & Appreciations

K–3 **TRANSPORTATION PARTS I & II** **C0185**

The unit includes 8 filmstrips with corresponding cassette narration, and 1 teacher's guide. This series shows how people work with each other and with complex equipment to make possible the variety of transportation methods used today. Four types of transportation are covered with two strips for each; Air, Water, Rail and Bus. The first strip in each pair describes the activities, equipment, buildings and machines to be found in the environment. The second strip shows the great variety of workers needed, what they do, and how each contributes to the complete operation.
Publisher: BFA
Element – Career Awareness

2–6 **AIR TRAVEL TODAY** **C0057**

This kit of two filmstrips, corresponding cassette narration, and two teacher's guides/reading scripts deals with the different phases of air travel, and the many workers involved in getting an airplane off the ground. *Preparing A Plan for Flight* explores the jobs of chefs, baggage handlers, cabin cleaners, and mechanics. *Keeping the Airport Running* views the daily activities of such workers as carpenters, electricians, janitors, and window washers. Other titles in the series but not in this kit, are: *Let's Take An Airplane Trip,* and *The Flight Crew and the Controllers.*
Publisher: SVE/Burt-Munk & Co., 1972
Element – Career Awareness

2–6 **AIRPORT WORKERS** **C0058**

This set consists of 20 color slides (2" x 2"), with teacher's guide. Each slide shows a different occupation that is found in an airport, from passenger agents, to fuellers, freight handlers, flight crew, air controllers, and, of course, the pilot. The teachers' guide has a script that can be read or adapted for classroom use.
Publisher: Singer/SVE, 1969
Element – Career Awareness

All **WESTERN AIRLINES**

See catalog entry under: *Business & Industry.*

All **WEICKER MOVING AND STORAGE**

See catalog entry under: *Business & Industry.*

7–A **REPAIR TRADES** **C0423**

See complete entry under: *Manufacturing.*

BUSINESS AND INDUSTRY MATERIAL

PURPOSE OF BUSINESS AND INDUSTRY MATERIAL

To Provide A Background

Career awareness and exploration leads both the teacher and the student directly to the particular places where people work and to the many kinds of jobs and careers found within a company, industry, association or agency. This collection is a sample of what is available from the leading industries of Colorado, including the largest companies, as well as companies and associations that represent most of the career clusters.

The material may assist the teacher as a *quick background* of what goes on inside a particular company, perhaps revealing its unique role in the community/country. It can offer a glimpse of the contribution of the worker to the whole that is exciting and vital.

To Provide A Stimulus

This immediately available industry material may serve as a stimulus for educators to explore possibilities for developing classroom oriented material, perhaps in cooperation with a particular company. It can also be a stimulus to expand the learning environment from the classroom to the community and to bring community resources to the classroom.

HOW TO ORDER BUSINESS AND INDUSTRY MATERIAL FROM THE CENTER

You may order all of the material from one or two companies, or you may pick and choose items from as many as four companies. When ordering, please state company and item numbers, e.g., Cessna No.1, No.3, No.5, No.6.

AVAILABILITY OF BUSINESS AND INDUSTRY MATERIAL

Some of the material is available in limited quantities on a no-charge basis from the company. If material from a particular company is desired you may contact the company directly . . . or contact the Center and we will establish the availability and method of procurement of material for your information.

BUSINESS AND INDUSTRY MATERIAL

AMPEX CORPORATION — **Colorado Springs, CO**

Ampex is a major developer, manufacturer and world-wide marketer of audio and video equipment used in radio and television, data products for computers and core and memory storage systems. Their products are those used in magnetic technologies.

Cluster – Manufacturing

Items:

No. 1 Annual report, 1975 – 20 page booklet

No. 2 *Amplifier,* June-August, Sept.-Oct., Nov.-Dec. 1975 – employee newspapers

No. 3 Job application form

No. 4 Employee Handbook – 34 page booklet, orientation to the company

ARTHUR ANDERSEN & COMPANY — **Denver, CO**

Arthur Anderson is a large world-wide public accounting firm with offices throughout the U.S. serving clients in the business community.

Cluster – Business & Office

Items:

No. 1 *Arthur Andersen & Company* – 25 page color photo booklet describing company and its career opportunities with job application form

No. 2 *Arthur Andersen & Company – Administrative Services* – 8 pages as above, describes careers in administrative services

No. 3 *Arthur Andersen & Company – Taxes* – 8 pages as above, careers in taxes

ASPEN SKIING CORPORATION — **Aspen, CO**

The Aspen Skiing Corporation is engaged in the development and operation of one of the largest ski resorts in North America. It includes Aspen Mountain, Buttermilk Mountain, Snowmass, and Breckenridge.

Cluster – Hospitality & Recreation

Items:

No.1 Annual report, 1975, 14 page booklet

No.2 Employees Handbook, 40 page booklet, gives job descriptions, procedures and policies.

BEECH AIRCRAFT CORPORATION — **Boulder, CO**

Beech Aircraft is a national company engaged in the manufacture of business and personal airplanes.

Clusters – Manufacturing, Transportation

Items:

No. 1 Annual Report 1974 – 24 page booklet

No. 2 The Story of Beechcraft – 36 page booklet, pictorial, describes history, aircraft and aircraft production

No. 3 Advertising pamphlets – group of 3, pictures aircraft, lists specifications

BOETTCHER AND COMPANY — **Denver, CO**

Boettcher & Company is an investment banker engaged in the buying and selling of all types of stocks and bonds for clients in the Rocky Mountain West.

Cluster – Business & Office

Items:

No. 1 Statement of Financial Condition, October 31, 1975

No. 2 *The Boettcher Tradition* – 24 page booklet, highlights company services and divisions

No. 3 *Investor's Notebook Vol.1* – 20 page booklet, a guide to the working language of Wall Street

No. 4 *Investor's Notebook Vol.2*

No. 5 *Glossary* – 36 page booklet, the language of investing

No. 6 *Understanding the N.Y. Stock Exchange* – 44 page booklet

No. 7 *The Experienced Investor* – 16 page booklet, his attitudes and his needs

No. 8 Understanding Financial Statements – 31 page booklet

BUSINESS AND INDUSTRY MATERIAL

THE BROWN PALACE **Denver, CO**

The Brown Palace is one of the oldest, yet up to date, hotels in Denver. It was first established in 1880 by pioneer builder and land owner, Henry C. Brown.
Cluster – Hospitality & Recreation
Items:

No. 1 *The Brown Palace* – 39 page booklet of history and pictures
No. 2 *Career Opportunities* – 16 page booklet, discusses careers in hospitality management

C.F.&I. STEEL **Pueblo, CO**

C.F.&I. Steel is one of the largest manufacturers of steel and steel products in the nation. These products are marketed to the railroad, petroleum, metalworking, construction, agriculture and mining and chemical industries.
Cluster – Manufacturing
Items:

No. 1 Annual report – 8 page booklet
No. 2 *C.F.&I. Steel – 2nd Century* – 16 page color booklet shows company actions in steel making operations
No. 3 *Facts for 1974* – leaflet gives company production statistics
No. 4 *Geography of Iron & Steel in the U.S.* – 2 page map and statistics
No. 5 *C.F.&I. Blast*, Jan.-Feb. 1972-Vol. 46 – company newspaper
No. 6 *Scientific American*, Sept. 22, 1906 – reprint shows early pictures and history of C.F.&I
No. 7 The Colorado & Wyoming Railroad Company – leaflet describing parent company
No. 8 Facts At A Glance – pamphlet showing product statistics
No. 9 Seamless Tube Mill – product pamphlet
No.10 C.F.&I. Product List – product pamphlet
No.11 11-Inch Precision Bar Mill – product pamphlet
No.12 Pueblo plant site map
No.13 How Steel is Made – chart, 18 x 18 inches, shows steps in process
No.14 Steel Making Flow Charts – 19 page booklet, shows and describes process
No.15 Blast Furnace Department – one page diagram
No.16 Electric Arc Steelmaking – one page pictorial diagram
No.17 *Journey of Discovery with Mark Steel*, comic book
No.18 *Mark Steel Fights Pollution*, comic book of adventure

CAMP DRESSER & MCKEE (See Limnetics)
Cluster – Environment
Item:

No. 1 Camp Dresser & McKee – Newsletter, Winter 1976
No. 2 Camp Dresser & McKee – Environmental Engineers – brochure booklet
No. 3 Camp Dresser & McKee Services – brochure

CASA BONITA **Denver, CO**

Casa Bonita consists of a chain of 17 restaurants in 4 states with the names of Casa Bonita and Taco Bueno. Their business emphasizes fast-food servcie in Mexican and Italian food in a family atmosphere with entertainment.
Cluster – Personal Services
Items:

No. 1 Casa Bonita Enterprises – 16 pg. color photo booklet explains philosophy and operations and training for management
No. 2 The National Observer, Oct. 11, 1975 reprint – about Casa Bonita
No. 3 Restaurant Business Magazine, Jan. 1975 – "That extra something . . . Entertainment."
No. 4 Brochures of several Casa Bonita restaurants
No. 5 Management Training Program – leaflet

BUSINESS AND INDUSTRY MATERIAL

CESSNA AIRCRAFT — **Wichita, KS**

Cessna is an international company engaged in the design and manufacture of small aircraft and aircraft products and military jets. In addition it produces fluid power systems for agriculture, construction and material handling equipment.
Cluster – Manufacturing, Transportation
Items:

No. 1 Annual Report, 1975 – 28 page booklet
No. 2 *Cessna-Transportation, Food and Shelter* – 15 page booklet, pictures scope of Cessna operations
No. 3 *Cessna Aircraft, 1976* – 14 page brochure, specification and pictures of aircraft
No. 4 *Aviation Career Awareness Program* – leaflet tells how to order kit
No. 5 *What Are You Going To Do . . .* – 20 page booklet, examines career opportunities in the General Aviation industry
No. 6 *Come Fly With Us* – 13 page booklet, stories of how airplanes are used in the world today
No. 7 *The Flying Machine* – 13 page booklet, discusses history and principles of powered flight
No. 8 *The Magic of Making Airplanes* – 12 page booklet, a tour of fabrication and assembly plant
No. 9 *The Flying Bug and How It Bites* – 12 page booklet

CLIMAX MOLYBDENUM — **Golden, CO**

Climax Molybdenum is a division of Amax, Inc. and is engaged in the mining and milling of molybdenum from the largest deposit presently known to man. Amax is an international diversified natural resource and mineral development company.
Cluster – Agri-Business & Natural Resources
Items:

No. 1 *This is Climax Molybdenum* – 28 page color photo booklet, shows pictures and diagrams of mine site/machinery
No. 2 *Five Minutes with Molybdenum* – 16 page booklet, describes the ore and its uses
No. 3 *Climax Molybdenum Company* – 36 page booklet, diagrams mining operations
No. 4 *Production Manual* – 99 page handbook for production crews, cartoons illustrate safety procedures, practices and policies on the job
No. 5 *Form and Concrete* – 105 page handbook for underground construction crews as above
No. 6 *Development Practices* – 140 page handbook for development crews as above
No. 7 *Track Manual* – 46 page handbook for track crew as above
No. 8 *Mine Mechanics* – 40 page handbook for mine mechanics as above
No. 9 *Hardrock Miner* – 36 page booklet, describes miners work to the young student

COLORADO CATTLEMEN'S ASSOCIATION — **Denver, CO**

The Colorado Cattlemen's Association coordinates the activities of and speaks for the cattle ranchers and cattle feeders on issues of the industry.
Cluster – Agri-Business & Natural Resources
Items:

No. 1 *The Cooperative Century: Special Centennial Edition* – 200 page book, history, short stories about the men in Colorado's work developing mining, cattle raising, merchants, railroading, gas and electricity
No. 2 *Cattle Guard*, Feb. 1975 – official magazine of Colorado Cattlemen's Association
No. 3 *Cattle Guard*, Mar. 1975
No. 4 *Cattle Guard*, Apr. 1975
No. 5 *Cattle Guard*, May 1975
No. 6 *Cattle Guard*, June 1975
No. 7 *Cattle Guard*, July 1975
No. 8 *Cattle Guard*, Aug. 1975
No. 9 *Cattle Guard*, Sept. 1975
No.10 *Cattle Guard*, Oct. 1975
No.11 *Cattle Guard*, Nov. 1975
No.12 *Cattle Guard*, Dec. 1975

BUSINESS AND INDUSTRY MATERIAL

COLORADO BEEF BOARD — **Denver, CO**

The Colorado Beef Board is an association for the cattle industry engaged in the promotion of beef as a consumer product.

Cluster – Agri-Business & Natural Resources

Items:

No. 1 *The Good Things We Get From Cattle Besides Beef* – brochure
No. 2 *A Steer's Not All Steak* – brochure
No. 3 *Colorado Beef* – brochure
No. 4 *New Meat Identity Program* – brochure
No. 5 *Facts About Beef* – brochure
No. 6 *Beef's Role in Feeding a Hungry World* – brochure
No. 7 *Beef – Great on the Grill* – recipe brochure
No. 8 *Veal – Gourmet & Everyday* – recipe brochure
No. 9 *Beef in the Grand Manner* – recipe brochure
No.10 *Beef Takes the Grand Tour* – recipe brochure
No.11 *Mike Roy's Favorite Beef Recipes* – recipe brochure
No.12 *Calf-Baby Beef* – recipe brochure
No.13 Angus Beef Chart – 8½ x 11, shows animal and cuts
No.14 Beef Chart – 8½ x 11, shows carcass and cuts
No.15 *Teaching About Beef* – 33 page booklet for the teacher

COLORADO MINING ASSOCIATION — **Denver, CO**

Cluster – Agri-Business & Environment

Item:

No. 1 Colorado Mining Association – a Working Relationship – 32 pg. booklet describes the association, history, geology, economics and issues of Colorado mining

COLORADO MOTOR CARRIERS ASSOCIATION — **Denver, CO**

The Colorado Motor Carriers Association is an association of people representing all phases of the trucking industry and serves as a clearing house to promote and protect the interests and investments of the industry. The American Trucking Association is the national representative.

Cluster – Transportation

Item:

No. 1 Strength Thru Unity – brochure, describes purpose of C.M.C.A.
No. 2 Careers in Trucking – 23 pg. booklet, discusses related careers
No. 3 Driving Occupations – Employ, Outlook, U.S. Dept. of Labor
No. 4 Truck & Bus Mechanics
No. 5 American Trucking Trends 1973

COLORADO STATE

Department of Personnel

Cluster – Public Service

Item:

No. 1 *Opportunities in the State Personnel System* – brochure states general opportunities and procedure for job application and test taking
No. 2 *Yes, Of Course* – brochure, highlights opportunities in State government, pictures people in various career and job positions
No. 3 *And Now the Next Question* – brochure, lists jobs that do not require previous experience
No. 4 *Twenty Questions* – tips for taking written and performance examinations for State personnel positions
No. 5 Application for open competitive examinations
No. 6 Application form for examination
No. 7 Index to Job Classifications in Colorado State Service – 172 pgs. of job titles and entry requirements in various areas of work, show how to locate job with your college degree

BUSINESS AND INDUSTRY MATERIAL

COLORADO SKI COUNTRY USA — **Denver, CO**

Colorado Ski Country USA is a non-profit voluntary trade association representing Colorado ski areas for the purpose of promotion and growth of skiing in Colorado.
Cluster – Hospitality & Recreation
Items:

No. 1 Colorado Ski Country USA – 4 pieces, includes brochures describing functions and objectives, Ski Area Personnel List, Booklet of all Colorado ski area facilities

COLUMBIA SAVINGS & LOAN ASSOCIATION — **Denver, CO**

Columbia Savings & Loan Association is a state-wide savings and loan institution
Cluster – Business & Office
Items:

No. 1 *Columbia Savings* – customer kit of services
No. 2 *Individual Retirement Plans* – 24 page pamphlet, discusses one of the services
No. 3 *Handbook of Savings & Loan* – 148 page book discusses the organization and operation of a savings and loan institution

CONTINENTAL SHELF DATA SYSTEMS — **Denver, CO**

Continental Shelf Data Systems is a highly specialized geological and environmental consulting firm to industry and government.
Cluster – Environmental Control
Item:

No. 1 Brochure booklet tells of services and clients

ADOLPH COORS COMPANY — **Golden, CO**

Adolph Coors is a national company engaged in the manufacture of beer, malt pellets, dried yeast with a wholly-owned subsidiary, COORS PORCELAIN, which produces beer cans.
Clusters – Agri-Business & Natural Resources
Items:

No. 1 *Adolph Coors Company* – 12 page booklet, pictorial description of major steps in the production of beer.
No. 2 Coors – History and Background – 5 types pages
No. 3 *Coors Container Company* – 40 page booklet, pictorial shows steps in production
No. 4 *Coors Ceramics Handbook* – 15 page booklet, discusses and pictures industrial ceramic parts
No. 5 *Environmental Control* – 14 page booklet, discusses and pictures program and operation of recycling cans
No. 6 Job application form

DANA CORPORATION

Dana Corporation is a producer of motor vehicle parts and components with markets throughout the world.
Cluster – Manufacturing, Marketing & Distribution
Item:

No. 1 *Turning Power Into Progress Around the World* – 26 pg. color booklet, describes company, products, organization charts, sales graphs

DENVER CITY & COUNTY

Career Service Authority
Cluster – Public Service
Items:

No. 1 *Careers with the City & County of Denver* – brochure, tells procedures for apply for jobs
No. 2 *Tips for Test Takers* – 18 pg. booklet
No. 3 *The Interview* – How to Prepare, leaflet
No. 4 *How to Fill Out Application Form* – one page instructions
No. 5 Application forms
No. 6 *Job Specifications* – 84 different jobs are described with qualifications and experience required for each
No. 7 *Career Advancement Ladders* – 39 different jobs showing progression to next higher positions
No. 8 *Suggestion Program* – 15 pg. booklet, tells about employees' suggestion for improvement of the work system
No. 9 Group Plans – brochure about employee benefits

EXXON CORPORATION *(Continued)*

No. 6 *Energy Outlook, 1976-1990* – 18 page booklet, color graphs
No. 7 *Passage to Cleaner Seas* – 12 page booklet, photo display
No. 8 *Striking A Balance* – 16 page booklet, photos show improved environment
No. 9 *Energy & the Private Enterprise System* – 12 page booklet
No.10 *What Should Be Done About the Energy Problem* – 8 pages
No.11 *One Barrel of Oil*, 13 page booklet, story of oil from 44 mil BC to the consumer today
No.12 *Understanding the National Energy Dilemma* – 24 page special magazine edition with 16 color diagram fold-outs

FRONTIER AIRLINES **Denver, CO**

Frontier Airlines is headquartered in Denver and serves more than 100 cities in 16 states – the Mountain West, Midwest, Southwest and Winnepeg, Canada.
Cluster – Transportation
Item:
No. 1 Career opportunities with Frontier Airlines
No. 2 Flight Attendant Information – one page, describes qualifications, training and compensation

GARDNER DENVER COMPANY **Denver, CO**

Gardner Denver is an international company engaged in the manufacture of rock drills and air tools for use in mining, construction and petroleum production.
Cluster – Manufacturing
Items:
No. 1 *What is Gardner-Denver?* – leaflet
No. 2 *Holes . . Mining . . Tool Power* – 16 page booklet, pictorial, shows the use of many power tools
No. 3 *Planning A Career?* – 8 page booklet, describes careers and qualifications at Gardner-Denver

GATES RUBBER COMPANY **Denver, CO**

Gates is an international company engaged in the manufacture of belts, hoses, molded rubber products for use on machines and automotive engines.
Cluster – Manufacturing
Item:
No. 1 *60th Anniversary Progress* – 22 page booklet describing history and scope of Gates
No. 2 Symbols of Excellence – 23 page booklet discusses accomplishments
No. 3 *Gates Speaker Bureau* – pamphlet lists names of speakers and describes topics on a wide variety of areas
No. 4 Gates Catalog and Supplement – lists parts by auto brands (no pictures)
No. 5 Product Mini-Meetings, Series A – 106 slides with cassettes describes scientific principles of V-Belts, Radiator Hoses, Radiator Caps, Thermostats and Gaskets
No. 6 Product Mini-Meetings, Series B – 100 slides with cassettes describes scientific principles of Fleet Products, Hydraulic Hoses, Heater Hose, and Power Steering Hose
No. 7 Power Steering Trouble-Shooting Dial Finder
No. 8 *Hydraulics Training Course* – set of 6, Hydraulics, What it is, How it works; Hose Assemblies (1); Hose Assemblies (2); How to Use Adaptors; Hydraulic Hose in the Auto Industry
No. 9 *College of Fleet Knowledge* – set of 3, Coolant Hose; Thermostats and Cooling System Chemistry; Merchandising and Promoting
No.10 *College of Counter Knowledge* – set of 3, Radiator Caps; Heater Hose; Thermostats and V-Belts; Radiator Hoses
No.11 *Your Future in Product Distribution* – 56 page booklet, lists full range of career opportunities and educational requirements

BUSINESS AND INDUSTRY MATERIAL

DENVER CITY & COUNTY *(Continued)*

No.10 Retirement Plan – 11 pg. booklet, employee benefits
No.11 Insurance Plans Enrollment – booklet, employee benefits
No.12 Career Service Fringe Benefits – booklet, employee benefits
No.13 *Chart of the City & County Government*
No.14 *Denver City Directory* – brochure listing names (League of Women Voters) includes how to write to public officials
No.15 *Know Your Denver Government* – 90 pg. booklet, tells functions and services of all departments and agencies, includes maps of locations and boundaries of services (from the League of Women Voters)

THE DENVER POST **Denver, CO**

The Denver Post is a major daily newspaper with distribution in a five state area.
Cluster – Communications & Media
Items:

No. 1 *The Magic of Rotogravure* – special edition, process of color print
No. 2 *The Denver Post, Fri., Apr. 19, 1912* – mock edition of the Titanic and Molly Brown
No. 3 Job application form
No. 4 Job orientation kit for new employees
No. 5 Newspaper Circulation Route Management – pilot project
No. 6 *The Denver Post . . . We Deliver* – 10 page cartoon illustration for newsboy
No. 7 *About Journalism* – 15 page cartoon
No. 8 *The Living Textbook* – booklet describes how to use the newspaper as a textbook
No. 9 Listing of all the jobs in a newspaper company – 1 sheet
No.10 The Boy Scout Explorer and Journalism project – 1 sheet
No.11 *Your Future in the Daily Newspaper* – 35 page booklet
No.12 *A Newspaper Career and You* – 33 page booklet
No.13 *Headlines* – 2 page newsletter, career and education in journalism
No.14 *Education for Newspaper Work: A Symposium* – 250 page Southern Newspaper Publishers Association Foundation, Atlanta, Georgia

DENVER WHOLESALE FLORISTS

The Denver Wholesale Florist Company is a producer and supplier of carnations and cut flowers to retail stores in the 50 states, Canada, Puerto Rico, Central and South American and Europe.
Cluster – Personal Services, Marketing & Distribution
Item:

No. 1 Denver Wholesale Florist – picture map of Denver with history & background, departments
No. 2 The Denver Wholesale Florist Story – brochure pictures departments
No. 3 Open Forum, Aug. 1969 reprint – The DWF Story featured
No. 4 FTD News, May 1967 reprint – DWF Streamline Facility
No. 5 Careers in the Floral Industry – Soc. of American Florists
No. 6 *The Story of Colorado Carnations* – 7 pages description of how carnations are produced – Colo. Flower Growers Assn.
No. 7 *Carnations* – Elegance in Floral Arrangement – 183 pg. hardbound book, color photo, by Harry Lazier

EXXON CORPORATION **Houston, TX**

Exxon is an international corporation engaged in the research, exploration, production and marketing of petroleum and gas, and petroleum products.
Cluster – Agri-Business & Natural Resources
Items:

No. 1 Annual report, 1974, 40 page booklet
No. 2 Alaska Pipeline, 7 pieces, includes color photo reports, questions and answers about jobs, operations and environment
No. 3 Thrift Plans – 24 page booklet, explains one of the employee benefits
No. 4 Developing Western Energy Resources, 10 page booklet
No. 5 *We'd Like You To Know* – color brochure with maps, energy information

BUSINESS AND INDUSTRY MATERIAL

GENERAL ELECTRIC **Philadelphia, PA**

General Electric is an international corporation engaged in the development, manufacturing and marketing of industrial power equipment, consumer goods (appliances, lamps, radio and television receivers, stereo equipment), industrial components and systems and aerospace systems and instruments.

Clusters – Manufacturing, Consumer & Homemaking

Items:

No. 1 *General Electric Careers* – 6 page brochure
No. 2 *Financing and Accounting at G.E.* – 6 page brochure
No. 3 *Engineering at G.E.* – 6 page brochure
No. 4 *Marketing at G.E.* – 6 page brochure
No. 5 *How to Interview for a Job* – 6 page brochure
No. 6 *What's It Like to Be An Engineer?* – 24 page booklet, pictorial
No. 7 *What's It Like to Be A Technician* – 12 page booklet, pictorial
No. 8 *Black Americans in Science & Engineering* – 2? pages, famous people
No. 9 *Planning Your Career* – 18 page booklet, pictorial
No.10 *So You Want to Go To Work?* – 20 page pictorial, vocational categories
No.11 *Expo-Tech*-folder brochure of mobile education van
No.12 *What Kind of Job . . .* – 7 posters of students and their interests
No.13 *Quincy Looks Into His Future* – 32 page comic book, engineering careers
No.14 *The World of Work* – one page, G.E. program for counselors

GENERAL MOTORS **Detroit, MI**

General Motors is an international corporation engaged in the manufacture of automobiles and automobile parts, such as Chevrolet, Buick, Oldsmobile, Pontiac and Cadillac.

Clusters – Manufacturing, Transportation

Items:

No. 1 Annual report, 1974 – 24 page booklet
No. 2 *A Look At General Motors* – 18 page booklet, areas of operation
No. 3 *Appointment to Opportunity* – 32 page booklet, G.M. College (GMI)
No. 4 *Can I Get the Job* – 32 page booklet, general information
No. 5 *Can I Be An Engineer* – 20 page booklet
No. 6 *Can I Be A Technician* – 16 page booklet
No. 7 *Can I Be A Scientist* – 16 page booklet
No. 8 *Can I Be A Draftsman* – 12 page booklet
No. 9 *The Retail Automobile Business*
No.10 *Precision: A Measure of Progress* – 63 page booklet, measuring tools
No.11 *A to Z of Refrigeration* – 95 page booklet, how it works
No.12 *Power Goes to Work* – 55 page booklet
No.13 *ABC's of Hand Tools* – 47 page booklet
No.14 *How Wheels Revolve* – 32 page booklet
No.15 *Science at Work at G.M.* – set of 12 topic areas
No.16 *The Auto Story* – set of 4 topic areas
No.17 *General Motors Educational Aids* – brochure of listings
No.18 *General Motors Training Centers* – 1 brochure, 1 booklet and 1 course listing; objectives and opportunities described

BUSINESS AND INDUSTRY MATERIAL

IBM **Boulder, CO**

IBM is an international corporation engaged in the development, production and marketing of computers and data processing equipment.
Clusters – Manufacturing, Business & Office
Items:

No. 1 *Highlights of IBM History* – 19 page booklet, giving a chronological history since 1911
No. 2 *A Profile of IBM* – 20 page booklet, briefly describes company products, operations, divisions, subsidiaries, career opportunities
No. 3 Notes on the Data Processing Industry – 55 page booklet discusses all phases including equipment, services, technology and employment
No. 4 *What is a Computer?* – 10 page color booklet
No. 5 *Computers Are Going To Town* – 28 page booklet discusses uses of computers in many areas of work
No. 6 *The Mind Extender* – 11 page color reprint from N.Y. Times advertisement, depicts the evolution of the computer
No. 7 *Suddenly Tomorrow Came* – 36 page booklet, discusses evolution of space exploration and computers
No. 8 Job application form

JOHNS-MANVILLE **Denver, CO**

Johns-Manville is an international corporation engaged in the manufacture and distribution of building construction materials and in the mining and processing of non-metallic minerals.
Clusters – Manufacturing, Agri-Business & Natural Resources
Item:

No. 1 Annual Report 1974 – 36 page booklet
No. 2 *Future* – magazine, 1975; discusses topics of future of man and technology
No. 3 *JM-International Operations* – 4 page special report
No. 4 *JM-New Research and Development Center* – 4 page special report
No. 5 JM-History – leaflet
No. 6 Our Tomorrow Has Shape – leaflet
No. 7 List of Films – 43 films available on free loan, describes a wide range of topics
No. 8 JM Review – 13 page pamphlet, outlines JM operations
No. 9 Product Information Center – 4 page pamphlet – shows product groupings
No.10 Insulation Information – 14 page pamphlet, describes product
No.11 *Testing, Analysis & Problem Solving* – 12 page pamphlet, pictorial
No.12 *Products, Systems & Capabilities* – 12 page pamphlet, pictorial

JOY MANUFACTURING COMPANY **Denver, CO**

Joy Manufacturing Company is a nation-wide manufacturer and marketer of mining system equipment, industry processing equipment, air pollution control equipment, ore processing and petroleum processing equipment.
Cluster – Manufacturing
Item:

No. 1 Annual report, 1975 – 40 page pictorial booklet

KEEBLER COMPANY **Denver, CO**

Keebler is a Denver based company engaged in the manufacture of cookie and cracker products and their nation-wide distribution.
Clusters – Agri-Business & Natural Resources, Consumer & Homemaking
Items:

No. 1 Annual Report 1975 – 8 page booklet
No. 2 *The Hollow Tree* – 6 page pamphlet, pictorial, highlights career opportunities
No. 3 Job Aplication Form – 4 pages
No. 4 Job Application Form – 1 page
No. 5 Orientation Bulletin – 2 pages of company procedure and rating form

BUSINESS AND INDUSTRY MATERIAL

KING SOOPERS — **Denver, CO**

King Soopers is a chain of 8 supermarkets in greater Denver and is part of Dillon Companies, Inc. which owns other food stores and various enterprises. The King Sooper complex includes a food distribution center, bakery and meat processing and photo finishing plant.

Cluster – Marketing and Distribution

Items:

No. 1 Food for Thought – 8 pg. brochure, history, background, career opportunities
No. 2 King Sooper Checker Manual
No. 3 Courtesy Clerk Manual
No. 4 Personnel Policies & Special Procedures
No. 5 Performance appraisal form

KODAK, EASTMAN COMPANY — **Windsor, CO**

Kodak is a national company engaged in the manufacture and marketing of film, photo papers and lithographic plates.

Clusters – Manufacturing, Consumer & Homemaking

Items:

No. 1 Black & White Photographic Papers – 9 page pamphlet, describes products
No. 2 *Kodak Professional Black & White Film* – 32 page booklet, describes products
No. 3 *Kodak Color Film* – 40 page booklet, describes products
No. 4 What is B/W Quality – leaflet
No. 5 A Glossary of Photographic Terms – 15 page pamphlet
No. 6 Pictures By Existing Light – 7 page pamphlet
No. 7 Picture Taking in 5 Minutes – 7 page pamphlet
No. 8 How to Set your Adjustable Camera – leaflet
No. 9 Tips for Processing No.126 B/W Films – leaflet
No.10 How to Make and Use a Pinhole Camera – 11 page pamphlet
No.11 How to Start A Camera Club – 23 page pamphlet
No.12 Designing a Photo Course – 7 page pamphlet
No.13 Managing the High School Camera Club – 11 page pamphlet
No.14 *What Industry Looks for in the High School Graduate* – pamphlet
No.15 *Kodak Engineers at Work* – 31 page booklet describing careers
No.16 *Women in Engineering at Kodak* – 14 page booklet describing careers
No.17 *Marketing Careers at Kodak* – 4 page pamphlet
No.18 *Business & Technical Careers at Kodak* – 4 page pamphlet
No.19 *Distributing Careers at Kodak* – 4 page pamphlet
No.20 *Finance & Administration Careers at Kodak* – 4 page pamphlet
No.21 *Careers for the A.A.S. Graduate at Kodak* – 4 page pamphlet

THE LANGE COMPANY — **Denver, CO**

The Lange Company is a Denver based company, the Winter-Sports Division of Garcia Corp., engaged in the manufacture of ski equipment and hockey skates. Garcia is a worldwide manufacturer and marketer of sports products.

Cluster – Manufacturer

Items:

No. 1 Annual report – 1975, 20 page color photo booklet
No. 2 1975 – Lange's Landmark Year – color fold-out poster of products
No. 3 Ski products – 5 advertising brochures and leaflets
No. 4 Job application form
No. 5 Employee orientation to company – 4 pages
No. 6 Orientation – first day of work – one page
No. 7 Job classifications by code – 2 page list of production jobs

BUSINESS AND INDUSTRY MATERIAL

LIMNETICS, INC. **Denver, CO**

Limnetics is an environmental consulting firm located in Denver with offices in other cities and is a subsidiary of Camp, Dresser & McKee. Their services to power companies and natural resource businesses include environment impact assessment and ecological surveys.

Cluster – Environmental Control

Items:

No. 1 *Limnetics, Inc.* – 12 page illustrated booklet showing services
No. 2 *Background & Services* – fold-out brochure of Camp, Dresser & McKee
No. 3 *Environmental Planning* – fold-out brochure of Camp, Dresser & McKee
No. 4 *Solid Waste Management* – fold-out brochure of Camp, Dresser & McKee

LOOART PRESS, INC. **Colorado Springs, CO**

Looart Press is a manufacturer of stationery and greeting cards.

Cluster – MG

Items:

No. 1 Looart Impressions, Oct.'75, Dec. '75 - Jan. '76 – company newsletters for employees
No. 2 Catalog brochure & Order Blank – 39 pgs. shows products
No. 3 Product Samples – 4 pieces stationery notepaper
No. 4 Inside Looart – pamphlet, policies & procedures for temporary employees

MARTIN MARIETTA CORPORATION **Denver, CO**

Martin Marietta is a multi-industry producer of materials and systems in 5 diverse operating companies; cement, aggregates, aluminum and aerospace.

Clusters – Agri-Business & Natural Resources, Manufacturing

Items:

No. 1 Annual report, 1974 – 30 page color photo booklet
No. 2 1975 Interim Look – Summary of Sales & Earnings – brochure
No. 3 *Diversified World of Martin Marietta* – 32 page color photo booklet describes products and systems
No. 4 *Martin Marietta News* – Denver Division – a public relations newsletter

McDONALD'S **Oak Brook, IL**

McDonald's is an international chain of fast-food restaurants with a total of 3,232 restaurants in the 50 states and 17 foreign countries.

Clusters – Personal Services, Hospitality & Recreation

Item:

No. 1 Annual Report, 1974 – McDonald's 20th Year, special color photo report with a directory of restaurants

MOBIL OIL CORPORATION **New York, NY**

Mobil Oil is an international company engaged in the production and refining of oil into oil products and the marketing of oil products.

Cluster – Agri-Business & Natural Resources

Items:

No. 1 Annual Report, 1974 – 44 page booklet, action pictures of operations
No. 2 *Is The Energy Shortage Over?* – 12 page pamphlet
No. 3 Mobil Product Spectrum – one page outline and listing of product categories
No. 4 Mobil Equal Employment Opportunity Policy – leaflet
No. 5 Mobil Educational Refund Policy – leaflet
No. 6 *Move Up With Mobil* – 16 page pamphlet, highlights careers and educational requirements

BUSINESS AND INDUSTRY MATERIAL

MONFORT OF COLORADO — **Greeley, CO**

Monfort is a major U.S. beef producer encompassing all phases of beef products and distribution. Beef feeding is a significant part of their operations.
Cluster – Agri-Business & Natural Resources
Items:

No. 1 First Quarterly Report, 1975 – one page folder
No. 2 *The Monfort Story* – from steer to steak – brochure
No. 3 *Monfort of Colorado* – company newsletter
No. 4 *Environment Is A Matter Of Pride* – brochure
No. 5 Employee benefits – 8 page booklet

MONTGOMERY WARD

Montgomery Ward is a leading retail merchandising organization, presently operating 446 retail department stores throughout the country. Marcor is the parent company of Montgomery Ward and Container Corporation of America.
Cluster – Marketing and Distribution
Items:

No. 1 Annual report 1974 – 34 pg. booklet
No. 2 Semi-Annual report 1975
No. 3 *Forward*, Mar., 1976 – company newspaper
No. 4 *You Are Montgomery Ward; Welcome* – 29 pg. orientation to the company for new employees
No. 5 *Professional Interviewing* – kit includes instruction for the program, 3 cassettes (30 min. each side) A) *Introduction to Interviewing*, B) *Preparing for the Interview*, C) *Conducting the Interview*, D) *Taking Notes & Listening*, E) *Getting & Giving Information*, F) *Evaluating Information* and Workbook. The course is designed for use by personnel managers and those who interview staff for new employment.
No. 6 Performance review form – for sales people and department managers
No. 7 Performance review form – for non-selling employees

MOUNTAIN BELL — **Denver, CO**

Mountain Bell is an affiliate of national utility corporation of American Telephone and Telegraph providing communication services for the Rocky Mountain West.
Cluster – Communications & Media
Items:

No. 1 Job application form
No. 2 *Mountain Bell Job Opportunities* – brochure of entry-level jobs
No. 3 *A Look At Some Plant Craft Jobs* – brochure, highlights jobs of installer repairman, lineman, cable splicer, etc.
No. 4 *Non-Tradition Jobs* – brochure pictures men and women in jobs usually designated for opposite sex
No. 5 *Tuition Aid Plan* – brochure, continuous education opportunities
No. 6 Job-Seeking Skills – Speaker available for greater Denver area. Contact your Mountain Bell district as a possible resource

NATIONAL CABLE TELEVISION ASSOCIATION — **Washington, D.C.**

National Cable Television Association is the industry-wide association for cable television companies to assist in the development, promotion, coordination and regulation of alternative programming for many viewers.
Cluster – Communications & Media
Items:

No. 1 Kit of material – contains 33 pieces, includes industry overview, experiments, future projections, how cable television works, job opportunities and training programs, directories and bibliographies of company locations, books and periodicals.
No. 2 TV Communications, July, 1975 – industry magazine
No. 3 TV Communications, Oct., 1975 – industry magazine
No. 4 TV Communications, Nov., 1975 – industry magazine
No. 5 TV Communications, Dec., 1975 – industry magazine

BUSINESS AND INDUSTRY MATERIAL

NATIONAL CASH REGISTER COMPANY (NCR) Denver, CO

The National Cash Register Company is an international corporation engaged in the manufacturing and marketing of cash registers and accounting machines. It also produces and supplies software materials and paper products and provides technical services and operates data centers and systems.

Cluster - Manufacturing, Marketing, Business & Office

Item:

No. 1 NCR Annual report – 32 pg. booklet

No. 2 Your NCR World – 39 pg. booklet, discusses organization, pictures products, notes careers and training

No. 3 Pocket Digest NCR products and systems – 19 pg. booklet

No. 4 The Idea People – discusses opportunities for the college graduate

No. 5 Career opportunities in several NCR systems

No. 6 Careers in marketing and sales at NCR

No. 7 NCR Education Center – 14 pg. booklet, describes teaching facilities at Sugar Camp

No. 8 Job application form

No. 9 Job descriptions – 2 positions 1) District Field Engineering Specialist 2) Service Planning Analyst

NATIONAL ASSOCIATION OF FOOD CHAINS

Cluster - Marketing and Distribution

Items:

No. 1 *The Super Store* - Strategic Implications for the 70's – 21 pg. booklet, traces history, concepts and growth

No. 2 "Productivity", reprint, *Progressive Grocer*, June 1975, problems of sales vs. costs

No. 3 *Supermarket News*, Jan. 26, 1976 – issue of industry newspaper

No. 4 *The Comsumer & the Supermarket 1980* - 30 pg. booklet, compares past and present incomes and buying habits

No. 5 *The Massive Majority Middle Class & What It Thinks* - 20 pg. booklet

No. 6 *Today's Supermarket Shopper* - 94 pg. booklet, statistics based on survey questions

No. 7 *Technology Applied to the Food Industry*, Jan. 1975 – 32 pg. a report on experiment in improving product

No. 8 Space-Age Check-Stand – 5 pg. reprint of *Grocery Mfr.*, Dec. 1971

No. 9 UPC & Computer Assisted Checkout – 11 pg. status report
UPC (Universal Product Code) – electronic scanner check-out

No.10 *Approaches to UPC Implementation* - 52 pg. booklet

No.11 *A Report on Universal Product Code* - 16 pg. brochure booklet illustrates how Hunt-Wesson does it

No.12 *An Examination on the Effect of Modularization of Secondary Containers on Productivity in Grocery Distribution* - 100 pg. booklet, report on automated wholesale distribution

No.13 *Farmer-Retailer Marketing Program* - 7 pg. booklet, a cooperative approach during emergency & unusual supplies in the market

No.14 *Improved Handling of Dairy Products in Retail Stores* - 22 pg. booklet

No.15 Standard Purchase Order Form for the Food Industry – 8 pg. booklet

No.16 *Check Cashing by Food Chains* - 7 pg. booklet, problems & solutions

No.17 *Handling Manufacturers' Coupons* - 14 pg. booklet show cost

No.18 *Backhaul, in Food Distribution* - brochure booklet, efficient food distribution on return truck runs

No.19 *Keeping Railroads on Track* - brochure booklet, improving R.R. movement of food

No.20 *Food Stamp Counter-Points* - 4 pg. brochure for cashiers

No.21 *We Cannot Turn Back* - 16 pg. booklet brochure, containers & recycling

No.22 *Pollution Facts* - Returnables vs. Non-Returnable – 8 pg. brochure

No.23 *Let's Talk Trash* - 12 pg. brochure booklet, solid waste problems

No.24 Ecology & the Retail Food Business Today – 8 pg. reprint, *Atlantic Economic Review*, Oct. 72

No.25 Supermarkets – A Consumer's World – brochure, a career as a consumer skill specialist

No.26 Food Distribution Curriculum Programs & Scholarships – 3 pgs.

No.27 *Looking For A Career?* - brochure, highlights career opportunities

No.28 *Supermarket Manager* - 4 pg. occupational brief

No.29 *Cashier* - 8 pg.

No.30 Meatcutter – 4 pg.

No.31 Publications available from NAFC – 2 pg. free or inexpensive

No.32 Food Shopping Tips – 31 pg. brochure booklet

No.33 *Supermarket Scanning and You* - brochure

BUSINESS AND INDUSTRY MATERIAL

C.A. NORGREN COMPANY **Littleton, CO**

Norgren is an international company engaged in the manufacture of pneumatic products such as valves, filters and regulators, lubricators for fixtures where air or gas is controlled by pressure.
Cluster – Manufacturing

Item:

No. 1 *The C.A. Norgren Co.* – 20 page booklet discussing the history of Norgren
No. 2 *Norgren – First Name in Pneumatic Products* – 52 page catalog
No. 3 Advertising leaflets – group of 7, picturing and describing Norgren products
No. 4 "Drying Compressed Air: Why, How and How Costly" 11 page reprint *Hydraulics & Pneumatics*, July/Aug. 1973
No. 5 "Compressed Air . . . Economical & Versatile Assembly Power" – 31 page reprint *Assembly Engineering*, May 1970
No. 6 "Clean Air; Protects Air Driven Equipment" – 5 page reprint *Automation* 1969
No. 7 "The Effects of Air & Oil Heat on Mist Lubrication" – 8 page reprint *Automation*
No. 8 *Regulators, Sec. 2, Vol. I* – 25 page booklet, Training and Service Manual
No. 9 *Regulators, Sec. 2, Vol. II* – 95 page booklet, Training and Service Manual
No.10 *Filters, Sec. 1* – 47 page booklet, Training and Service Manual
No.11 *Refrigerant Air Dryers*, Sec. 4 – 54 page booklet, Training and Service Manual
No.12 *Goldenaire Packed Spool Valve* – 19 page booklet, Training and Service Manual

U.S. Department of Commerce **Boulder, CO**
NATIONAL OCEANIC and ATMOSPHERIC ADMINISTRATION
Environmental Research Laboratories
Cluster – Environment

Items:

No. 1 The NOAA Story – 67 pg. booklet, describes organization and services, ocean resource and environmental monitoring and predication
No. 2 NOAA – leaflet, highlights department under NOAA
No. 3 The Marine Environment & Oceanic Life – 25 pg. booklet, describes scope of activities of NOAA
No. 4 Careers & Challenges – pamphlet, highlights opportunities
No. 5 The NOAA Corp., pamphlet, – pamphlet, describes military service
No. 6 *Research* – 48 pg. book, describes work of the Environment Research Lab of NOAA
No. 7 *Space* – 35 pg. booklet, describes work of the NOAA

PROCTOR & GAMBLE COMPANY **Cincinnati, OH**

Cluster – Marketing and Distribution, Manufacturing

Item:

No. 1 Consumer Advertising Kit – contains 1) 32 page Teacher Resource Manual, 2) 16 page Teacher Idea Piece and User's Guide, 3) an ad analyzer classroom wall chart, 4) 50 -8 page student leaflets that focus on key questions to ask when studying individual ads; and 6) full color sound filmstrip with record (also available in cassette when ordered from company).

The basic purpose of the kit is to help students understand the function and practice of advertising in the American economy, and respond to an ad's basic message or promise in terms of their own resources and goals.

The materials prove the framework for an 8 or 4 week course, or the individual topics can be used separately. Topics: 1) *Advertising and the Changing American Market Place*, 2) *Advertising's Place in the Marketing Chain*, 3) *The Preparation and Placement of Consumer Ads*, 4) *Other Kind of Consumer Advertising*, 5) *Analyzing Advertisements, and* 6) *Exploring Questions*

PROFESSIONAL RODEO COWBOYS ASSOCIATION, INC. **Denver, CO**

This is a national association engaged in the promotion and coordination of rodeo activities.
Cluster – Hospitality & Recreation

Items:

No. 1 *Rodeo Reference Book – 1975* – 63 page publication of biographical sketches of champions in all rodeo events
No. 2 *Rodeo Sports News 1975* – 160 page publication of rodeo stars and rodeo shows
No. 3 *Rodeo Sports News* Nov. 15, 1973 – newspaper, lists rodeo administrators, rodeo stars and rodeo shows
No. 4 *Careers In Rodeo* – leaflet, highlights rodeo and related occupations

BUSINESS AND INDUSTRY MATERIAL

PUBLIC SERVICE COMPANY OF COLORADO — **Denver, CO**

The Public Service Company is an operating utility engaged primarily in the generation, purchase, transmission, distribution and sale of electricity and natural gas.
Clusters – Agri-Business & Natural Resources, Public Service

Items:

No. 1 Annual report, 1974 – 28 page booklet
No. 2 *From Arrows to Atoms* – 20 page pictorial booklet, features Fort St. Vrain Nuclear Information Center
No. 3 *A Guide To Teaching Resources* – 24 page booklet, lists resources available from the Public Service Company of Colorado
No. 4 *The Natural Gas Supply Problem* – 13 page booklet, discusses aspects
No. 5 Answers to questions about electricity, 12 page leaflet

ROCKWELL INTERNATIONAL — **Golden, CO**

Rockwell International is an international corporation and operates its Atomics International Division at the Rocky Flats Plant near Golden. The *Rocky Flats Plant* is owned by the U.S. Government and is operated by Atomics International under contract with the Energy Research and Development Administration of the federal government. *Rocky Flats* is primarily a metal production and chemical processing plant for producing nuclear components (plutonium, uranium, beryllium). Most of the work is directly related to *national defense.*
Cluster – Agri-Business, Environment, Manufacturing

Items:

No. 1 *This Is Rockwell* – 60 pg. booklet, describes history, operations, divisions, products, locations & addresses
No. 2 *The Symbol of Opportunity* – 28 pg. pictorial booklet, highlights opportunities for the college graduate
No. 3 *Atomics International;* Who we are, What we are doing – 16 pg. booklet, includes pictures of plants and machinery
No. 4 *Rocky Flats* – 18 pg. booklet, describes the goals, operations and government work
No. 5 *Rockwell International News* March 19, 1976 – Rocky Flats company newsletter
No. 6 *Rockwell International News* March 26, 1976 – Parent Company newsletter
No. 7 Job application form
No. 8 Job application form
No. 9 Job summaries – describes 7 different jobs
No.10 Requisition for Help form
No.11 Personnel Status Change form
No.12 Building Change Notification form
No.13 Withholding Allowance Certificate form
No.14 Employee Suggestion form
No.15 Material Requisition form
No.16 *Policies* handbook – 200 pg. looseleaf-divided notebook, 17 different subject areas; for the Rockwell International, Atomics International Division – Rocky Flats Plant
No.17 *Employee Handbook* – small looseleaf notebook, employee benefits
No.18 *Standards of Conduct* – 14 pg. booklet for employees
No.19 Agreement – Rockwell International & the United Steel Workers – 120 pg. booklet

SAFEWAY STORES, INC. — **Oakland, CA**

Safeway is an international company engaged in the purchase, manufacture and distribution of food products.
Cluster – Marketing & Distribution

Items:

No. 1 *Guidebook on Safeway Brands* – 20 page booklet, discusses practices, lists Safeway brands
No. 2 *So Much So Soon at Safeway* – 17 page booklet, describes organization and highlights opportunities at Safeway
No. 3 Annual Report, 1974 – 24 page booklet
No. 4 *Safeway News* – company newsletter

BUSINESS AND INDUSTRY MATERIAL

SAMSONITE CORPORATION — **Denver, CO**

Samsonite is an international corporation manufacturing luggage products; its subsidiaries produce many diversified items.

Cluster – Manufacturing

Items:

No. 1 *The Samsonite Story* – a 12 page booklet describing the history and scope of the company
No. 2 Samsonite Corporation fact sheet
No. 3 Spectrum, vol. 5 No.11, November, 1975 – an issue of the company's newsletter
No. 4 Ladies' packing guide – a leaflet describing a system for wrinkle-free packing
No. 5 Men's packing guide
No. 6 The story of luggage from caveman to spaceman – a leaflet describing a 20 minute, 16mm color film available on free loan
No. 7 Product catalog – pictures, descriptions and prices of various styles of Samsonite luggage
No. 8 "Strong on Sales" contest material – a sample of advertising promotional material
No. 9 Luggage and Home Environment division of the manufacturing operations of Beatrice Foods Company – an organizational chart
No.10 *Manning Tables* – lists divisions of the corporation with organizational charts and names of employees
No.11 Non-exempt employees application form
No.12 Professional employment application form
No.13 Salaried employment requisition form – a requisition for a new employee
No.14 Exempt employee confidential salary notice form
No.15 Payroll change notice form
No.16 Termination notice form
No.17 Summary of benefits for salaried exempt employees
No.18 Summary of benefits for Colorado salaried non-exempt employees
No.19 Comprehensive Health Insurance Plan – an 8 page pamphlet describing the new health insurance benefits
No.20 Group Life Insurance – a 10 page booklet describing life insurance requirements and benefits
No.21 Application for medical insurance – group enrollment and record card
No.22 Application for long term disability protection
No.23 Application for life insurance group enrollment and record card
No.24 Application for supplemental life insurance group enrollment and record card
No.25 Health insurance benefits claim form
No.26 Exempt appraisal for Development – employees instruction form for a performance evaluation
No.27 Exempt Appraisal for Development – instruction for the appraiser
No.28 Non-exempt performance and appraiser
No.29 Performance Plan – form for describing job responsibilities and evaluating performance of each

SEARS, ROEBUCK & COMPANY — **Chicago, IL**

Sears is the world's largest retailer of general merchandise with 3,700 selling locations in 50 states, Puerto Rico and Central America along with Canadian, Latin American and European subsidiaries.

Cluster – Marketing & Distribution

Items:

No. 1 Annual report, 1974 – 32 page booklet
No. 2 *Getting Acquainted With Sears* – 16 page booklet, orientation to the company for new employees
No. 3 *Thinking Twice About Sears* – 20 page color photo booklet, a career guide for the college graduate

SECURITY LIFE OF DENVER — **Denver, CO**

Security Life is a Denver based company with agencies in western U.S. engaged in the life, accident and health insurance business.

Cluster – Business & Office

Items:

No. 1 *Correspondent's Training Manual* – 100 page divided loose-leaf notebook, describing one company position, orientation and job description
No. 2 *Orientation to the Life Insurance Industry Kit* – complete kit contains 17 pieces, a course for the new life insurance employee
No. 3 *Orientation to the Life Insurance Industry* – 2 cassettes and administrator's manual, designed to accompany the 4 orientation booklets in above kit

SECURITY LIFE *(Continued)*

The following are items in the kit which can be ordered separately:

No. 4 Security Life Annual Report, 1974
No. 5 Company Profile – one page, of Security Life
No. 6 Corporate Purpose – 2 page, company composition and standards
No. 7 Line Organization Chart – one page, shows top management at Security
No. 8 Get the Facts About Life Insurance – 11 page reprint *Institute of Life Insurance*
No. 9 Life Insurance application form
No.10 Life Insurance Policy with riders
No.11 Orientation briefing to new employees – 2 pages
No.12 Instructor's guide to orientation review questions – 7 pages
No.13 Review questions to orientation – 2 pages
No.14 Simplified explanation of life insurance to potential buyer – 24 pages
No.15 *This I Believe* – 50 page booklet, concepts of life insurance
No.16 Orientation Booklet 1, programmed learning style, products
No.17 Orientation Booklet 2, programmed learning style, company set-up
No.18 Orientation Booklet 3, programmed learning style, contract provisions
No.19 Orientation Booklet 4, programmed learning style, life insurance benefits
No.20 Glossary of life insurance terms
No.21 Life & Health Insurance Books, 80 page booklet lists books according to life insurance areas
No.22 *Your Career Path* – 6 page booklet, a practical plan for continuing development in life underwriting
No.23 *Life Insurance Sales; A Career for Women* – 30 page booklet
No.24 *Why Not a Career in Life Insurance* – brochure
No.25 *A Life Career* – 16 page photo booklet, highlights opportunities
No.26 *The Life Company Supervisor Program* – Kit contains audio cassette, student's workbook, advisor's dialogue guide, coordinator's guide, and class handouts. This program is designed to develop knowledge, skills and attitudes necessary to supervise and motivate employees
No.27 *Telephone Etiquette* – a training program kit, includes lesson plan, role playing situations and class handouts. This program is designed for use at the insurance company for employees to learn and review good telephone procedures. Also used in conjunction with this course and available from Mountain Bell: 16mm film, "How to Lose Your Best Customer Without Really Trying" and Mountain Bell teletrainer for simulated telephone calls.
No.28 *FLMI Insurance Education Program* – 36 pg. school catalog (Fellow, Life Management Institute) describes life insurance training program and course subjects available thru LOMA (Life Office Management Association)
No.29 *Recommended College Credit for FLMI (Fellow, Life Management Institute) Insurance Education Program* – 23 pg. booklet discusses college degree in life insurance
No.30 *Improving Written Communication in the Life Company* – 150 pg. loose leaf notebook kit – 6 lessons (1) Plan Your Writing (2) Be Clear (3) Be Courteous (4) Be Positive (5) Be Concise (6) Put It All Together – designed for employees involved in correspondence to policy owners and agents; applicable to many letter writing situations

SMALL BUSINESS ASSOCIATION (SBA)

The Small Business Association is a federal agency established to assist individuals who wish to establish and maintain a small business.
Cluster – Public Service
Item:

No. 1 Steps to Starting a Small Business; 9 pieces, checklist, personal traits, course outline, how to finance, how to incorporate

STERNS-ROGER **Denver, CO**

Stearns-Roger is a national company engaged in the designing and construction of power plants, mining and metal processing plants, food processing plants and paper and pulp mills.
Cluster – Construction
Items:

No. 1 "Diversified Engineering Expertise Basis of Stearns-Roger Growth" – 5 page reprint *Western Engineer*, Jan. 1974
No. 2 *Career Opportunities* – 8 page, pictorial booklet highlights career activities at Stearns-Roger

BUSINESS AND INDUSTRY MATERIAL

STORAGE TECHNOLOGY — **Louisville, CO**

Storage Technology is an international corporation engaged in the manufacture and marketing of computer data storage subsystems.
Clusters – Manufacturing, Business & Office
Items:

No. 1 Annual Report, 1974
No. 2 *Reel to Reel* – company newsletter
No. 3 *Bits & Bytes* – company newsletter
No. 4 Job application form

STURGEON ELECTRIC COMPANY, INC. — **Denver, CO**

Sturgeon Electric is a contractor for electrical systems, design, installation and service for government and industry serving Colorado and Wyoming.
Cluster – Construction
Items:

No. 1 Sturgeon Electric Co. – brochure, describes services, facilities
No. 2 Personnel requisition form – used by department manager for new job
No. 3 Equal Opportunity Letter – informs 7 minority and female organizations of new job
No. 4 Job application form
No. 5 New Employee Orientation check list – one page

SUN OIL COMPANY (SUNOCO) — **Philadelphia, PA**

Sun Oil Company is a worldwide corporation with subsidiaries engaged in the exploration, mining, refining and marketing of oil and oil products.
Cluster – Agri-Business & Natural Resources
Items:

No. 1 Annual Report, 1969 – 32 page booklet
No. 2 Annual Report, 1970 – 24 page booklet
No. 3 Annual Report, 1971 – 29 page booklet
No. 4 Annual Report, 1973 – 32 page booklet
No. 5 Annual Report, Sunoco Exploration Partnership, Ltd.
No. 6 Sun Oil Co., 1974 – Financial, Operating and Map Supplement
No. 7 Sun News – Sept., Oct., Nov., 1975, 3 issues of company newspaper
No. 8 *The ABC's of Oil* – 15 page booklet, cartoon drawings of operations
No. 9 *Oil Industry Issues* – 28 page booklet, aspects of economy and government
No.10 *The Creed We Work By* – 17 page booklet, philosophy of work
No.11 U.S. Petroleum Statistics, 1975 – leaflet, lists products
No.12 *Facts About Oil* – 45 page booklet, discusses all aspects of oil production
No.13 *Petroleum Today*, 1972/one – 32 page color photo magazine oil and nature
No.14 Shale Country, Jan. 1975 – industry magazine
No.15 Shale Country, May 1975 – industry magazine
No.16 Shale Country, Sept. 1975 – industry magazine
No.17 Our Sun, Merger Issue 1969 – company magazine
No.18 Our Sun, Spring 1970
No.19 Our Sun, Summer, 1972
No.20 Our Sun, Autumn 1974
No.21 Our Sun, Winter 1974
No.22 Our Sun, Summer 1975
No.23 Our Sun, Autumn 1975
No.24 Our Sun, Winter 1975
No.25 *Energy Crisis?* – 15 page booklet, cartoon illustrations
No.26 *Are We Running Out of Natural Gas?* – 15 page booklet
No.27 Clean Seas, Inc. – folder leaflet
No.28 "Energy: War Time-Life Effort" reprint *Plain Dealer*, June 21, 1975
No.29 Preserving Environment – 19 page leaflet
No.30 *Sun's Search for Energy* – 17 page booklet, color photo issue

BUSINESS AND INDUSTRY MATERIAL

SUNSTRAND CORPORATION — **Denver, CO**

Sunstrand is an international company engaged in the developing, manufacturing and marketing of products for the aerospace industry in the field of power hydraulics, mechanical power transmission and the fluid handling industry.
Cluster – Manufacturing

Items:

No. 1 Annual Report, 1971 – 24 page booklet
No. 2 Annual Report, 1974 – 34 page booklet
No. 3 *Spectrum,* Winter 1975-76 – company magazine
No. 4 *News & Views,* Jan. 16, 1976 – company news sheet
No. 5 *Orientation to Sunstrand* – 3 sheets
No. 6 Benefits – 58 page booklet of employee benefits
No. 7 *Join the Picture at Sunstrand* – 8 page pictorial, highlights Denver plant
No. 8 *Join Us for a Career In Industry* – brochure, highlights opportunities at Sunstrand

TIMPTE INDUSTRIES, INC. — **Denver, CO**

Timpte is a national company engaged in the manufacture and marketing of truck trailers, tank trailers and aluminum boats.
Clusters – Manufacturing, Transportation

Items:

No. 1 Annual Report, 1975 – 12 page booklet
No. 2 Advertising leaflets – group of 7, picturing and describing Timpte products
No. 3 Job application form
No. 4 Job-entry Test – 2 pages of accounting problems

WEICKER MOVING AND STORAGE — **Denver, CO**

Weicker Moving and Storage is an agent company of Allied Van Lines and is engaged in the moving and storage of household, business, commercial and government goods and related services throughout the U.S.
Cluster – Transportation

Items:

No. 1 Annual Report, 1973 – Allied Van Lines
No. 2 Weicker Moving & Storage – 6 pages, lists services and facilities
No. 3 *A Guide to Moving Kit* – contains 11 pieces, rules, regulations, procedures, helpful hints, effects of moving on the family

WESTERN AIRLINES — **Los Angeles, CA**

Western Airlines is a national company engaged in public air transportation in the western U.S.
Cluster – Transportation

Items:

No. 1 Annual Report, 1974 – 29 page booklet
No. 2 Advertising leaflets – describing customer service, comfort
No. 3 *Western World* March/April 1975, May/June 1975, customer magazines, feature history Part I and Part II
No. 4 Western flight schedule Oct.-Jan. 1976
No. 5 Organizational chart – 1 page of larger listings, show top offices
No. 6 Listing of airline job groups – one sheet
No. 7 *Jet-Age Careers* – leaflet, highlights all areas of airline work

WESTERN ELECTRIC — **Westminster, CO**

Western Electric is a national company engaged in the manufacture and supply of telephone and switching equipment along with service and repair for the Bell System.
Clusters – Manufacturing, Communications & Media

Items:

No. 1 Annual Report, 1974 – 20 page booklet
No. 2 *Western Electric* – 32 page booklet, describing company operations
No. 3 *111* – leaflet – describing operations at 111 Havana St., Aurora, Co.
No. 4 *Need a Speaker* – Kit of 12 speakers, topics of public interest includes topic "Charting Your Future"
No. 5 *Helpful Hints for the Young Job Seeker* – 10 page pamphlet, general information

BUSINESS AND INDUSTRY MATERIAL

UNITED STATES

Civil Service Commission
Cluster – Public Service
Items:

No. 1 *Questions & Answers About Federal Employment* – 5 pages
No. 2 *Intergovernmental Job Information Center* – leaflet, federal, State and Local government job center and services
No. 3 *Working for the U.S.A.* – booklet, how to apply for a Civil Service job, what government can offer you as a federal worker
No. 4 *Take A Giant Step* – brochure, typists, stenographers and office jobs
No. 5 *Want to Get Out of Your Shell?* – brochure, working in Washington, D.C.
No. 6 *In Public Practice* – brochure, lawyers in federal government
No. 7 Salary Supplement – brochure, salaries for position in the graded services
No. 8 *Government '76* – brochure, the employment picture for college grads
No. 9 *Beyond the BA* – brochure, grad. degree and the federal job market
No.10 Federal Jobs Overseas – brochure
No.11 *The Federal Career Service, 1973* – booklet, outline of jobs, locations, benefits, rules, etc.
No.12 *Guide to Federal Career Literature* – 35 pg. booklet
No.13 *Federal Career Directory, 1975* – 140 pg. booklet, a guide for college students

U.S. DEPT. OF LABOR
Manpower Administration
Colorado Division of Employment
Job Service Center
Cluster – Public Service
Items:

No. 1 *The Employment Service* – 12 pg. pamphlet, tells how it works and location
No. 2 *Publications of U.S. Dept. of Labor* – 57 pg. booklet
No. 3 *Merchandising Your Job Talents* – 25 pg. booklet
No. 4 *Job-Hunting Hang-Ups and How to Cure Them* – reprint Changing Times Magazine, Apr. 1976
No. 5 *Job Service Center* – lists Denver Metro locations
No. 6 Publications available thru Colo. Div. of Employ.
No. 7 *Toward Matching Personal & Job Characterisitcs*
No. 8 *U.S. Manpower in the 1970's* – 24 pg. booklet, charts & graphs of the labor market
No. 9 *Occupational Outlook Handbook in Brief* 1974-45 Edition
No.10 U.S. Dept. of Labor – brochure of services & opportunities
No.11 Employment Outlook – 25 different occupations
No.12 Affirmation Action & Equal Employment, Vol. I & Vol. II

VAN SCHAACK & COMPANY **Denver, CO**

Van Schaack is a real estate brokerage firm with headquarters in Denver doing business in the Rocky Mountain States. It is a full service, real estate, insurance, mortgage banking firm.
Cluster – Business & Office
Items:

No. 1 Annual report 1974
No. 2 Annual report 1975
No. 3 Quarterly statements 1975
No. 4 Notice of annual meeting to shareholders
No. 5 Colorado Invest, Apr. 1976 – commercial/investment real estate newsletter
No. 6 New Corporate Headquarters
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